

# THE VISIT OF THE CERTIFIER

## 1. What does your certifier need to issue an ILL certificate?

The certifier is obliged to visit the house to record all the data influencing its energy performance.

Some technical characteristics such as the efficiency of a boiler, the type and thickness of insulation in a wall or roof, the thermal performance of the windows cannot always be visually detected. The certifier therefore needs you to hand over documents demonstrating and describing the characteristics of your home at the latest during his visit.




### Is your home an apartment in a condominium building?

Ask the syndic to give the certifier access to the boiler room and to send you the documents concerning the common installations or the work carried out by the condominium (basic act, invoices related to the renovation work, the logbook,...). If he makes them available on a shared storage space, the co-owners who wish to sell or rent their apartment will also be able to benefit from them.

## 2. What is the impact of the documentation on the ILL certificate?

The effort made to collect as many documents as possible (see list on next page) will always be rewarded:

- + In most cases, the information in your documents will have a positive impact on the outcome of your ILL certificate.
- + The recommendations for energy-saving work on the EPB certificate will be fully relevant thanks to accurate information.

WITHOUT DOCUMENT		WITH DOCUMENTS
<ol style="list-style-type: none"> <li>1. If the certifier cannot see the insulation behind the attic finish, he or she will not be able to say that the roof is insulated.</li> <li>2. The certifier can see insulation on the rear façade but cannot say more.</li> <li>3. The certifier notes the double glazing but does not know the technical characteristics (no information on the frame: U value, year, ...).</li> </ol> <p><b>The energy data are estimated</b></p> <div style="background-color: orange; color: white; padding: 10px; text-align: center; font-weight: bold; font-size: 24px;">PEB F</div>		<ol style="list-style-type: none"> <li>1. The invoice for the insulation you placed in the attic and/or photos of the job site.</li> <li>2. The invoice and estimate for the placement of insulation on the rear elevation shall state the type and thickness of insulation.</li> <li>3. The letter granting an energy bonus for the installation of high-performance double glazing demonstrates its quality.</li> </ol> <p><b>The energy data are established</b></p> <div style="background-color: green; color: white; padding: 10px; text-align: center; font-weight: bold; font-size: 24px;">PEB C-</div>

### 3. List of documents to be collected

Go through this list and gather as many documents as possible: the certifier will sort through them.

1. General information about the house		
	<b>For the exact address and year of construction</b>	
<input type="checkbox"/>	Deed of sale	
<input type="checkbox"/>	Cadastral extract or cadastral income notification	
<input type="checkbox"/>	Planning permission	
	<b>For the identification of the apartment in a COPROPERTY and the description of the building</b>	
<input type="checkbox"/>	Basic deed / title	
<input type="checkbox"/>	Statement of charges or call for funds	
2. Data related to the work (construction and/or renovation)		
<input type="checkbox"/>	<b>Specifications</b> of the work or sale	It mentions the address of the house and contains the technical description of the construction/renovation.
<input type="checkbox"/>	<b>Technical documentation:</b> containing information on installed and identified products	Technical data sheets for materials (insulation, roof windows, garage doors, etc.) or technical notices for appliances (boilers, boilers, etc.)
<input type="checkbox"/>	<b>Invoice</b> for work	The address of the home and a precise description of what was done must be included on the document or in an appendix (on an estimate).
<input type="checkbox"/>	Purchase <b>invoice</b> for materials or equipment	It must identify the material/device purchased. Its implementation must be corroborated by a proof (certifier's report or photo file).
<input type="checkbox"/>	<b>Premium</b> or tax credit	Proof of award with application form
<input type="checkbox"/>	<b>Plans</b> , execution details and site reports	Documents drawn up by the architect during and at the end of the construction or renovation work
<input type="checkbox"/>	PV of reception	Provisional or final acceptance to determine the date of the work
	<b>for apartments in a COPROPERTY</b>	
<input type="checkbox"/>	Minutes of general meetings	Those that mention the work done by the co-ownership
3. Documents related to the EPB work if the planning permission was filed after July 1, 2008		
<input type="checkbox"/>	EPB statement or interim report	
4. Documents related to renewable energy		
<input type="checkbox"/>	Certificate of compliance	Cogeneration or solar photovoltaic
<input type="checkbox"/>	Green Certificates	Application and grant agreement letter
5. Documents related to the heating and hot water system(s) <i>Provide access to the boiler room for the PEB certifier.</i>		
<input type="checkbox"/>	Certificate of <b>periodic inspection PEB</b>	For any boiler or water heater
<input type="checkbox"/>	Certificate of <b>acceptance PEB</b>	For a boiler placed after 2011
<input type="checkbox"/>	EPB <b>diagnostic</b> report	For a boiler older than 5 years and over 100 kW
6. Other		
<input type="checkbox"/>	Audit report	Thermographic or energy audit in compliance with standards
<input type="checkbox"/>	Leak test (Blower door)	measurement of the air tightness of the house
<input type="checkbox"/>	File of photos of the construction or renovation site of the house	
<input type="checkbox"/>	..... .....	
<input type="checkbox"/>	No documents received	

#### 4. To be completed during the visit (optional)

Be sure to check the boxes for the documents listed on page 2 and received.

##### A. Customer contact data

Owner  Legal agent  Other status: ..... Name  
:.....Presentation : .....  
Email : .....

##### B. Certifier

Last Name: ..... First Name :  
.....  
Email : .....

##### C. Information about the certified home

Street, number and post office box: ..... Postal  
code and town: .....

##### D. Signatures

Date: .....  
Done in duplicate at .....

Signature of the

clientSignature of the certifier