

Checklist of received documents for establishing an energy performance certificate

Explanatory note for the property owner

What purpose does this checklist serve?

On this checklist, the energy expert marks which documents he has received from the property owner in order to draw up the energy performance certificate of the dwelling or building.

Why should you provide the energy expert with these documents?

The energy expert will establish an energy performance certificate for the dwelling or building based on his on-site assessment of the property. He will use the way of working established in the inspection protocol. The energy expert can also use supporting documents. These documents, provided by the property owner, demonstrate the presence of insulation, materials or appliances. If these documents meet the requirements determined in the inspection protocol, they can have a positive impact on the energy score of your property.

How and when should you provide the energy expert with these documents?

At the latest during the inspection visit, you provide the energy expert with the documents. On the current checklist, he will mark which documents he has received. Both you and the energy expert must sign the checklist. The energy expert will retain the signed checklist and will provide you with a copy.

What will the energy expert do when receiving the documents?

He will check if the documents meet the inspection protocol requirements. Only if they meet the requirements, they will be taken into account when drawing up the energy performance certificate. For more information about the inspection protocol and conditions, please visit <https://www.energiesparen.be/epcparticulier>.

Which data will the energy expert use if no documents are available or if the documents do not meet the requirements of the inspection protocol?

In that case, the energy performance certificate will be based on on-site findings and basic assumptions. As a property owner, you can carry out basic destructive analysis interventions, or have them carried out, like opening a mortar joint in the brickwork, or removing a built-in spotlight. The energy expert will only take into account the findings of the destructive analysis if he can verify the materials or appliance on-site or if they are visible on clear close-up or general photographs. The energy expert is not obliged to carry out a destructive analysis.

Where can you find more information about the energy performance certificate?

If you have questions about the energy performance certificate or the way of working, please visit <https://www.energiesparen.be/epcparticulier> or e-mail energie@vlaanderen.be.

Where can you file a complaint about the energy performance certificate?

If you doubt the accuracy of the energy performance certificate, you can file a complaint at <https://www.energiesparen.be/klacht-over-een-epc>.

Which documents can be used as proof for the establishment of the energy performance certificate?

Documents that can be used are listed in the following overview. Documents that are not listed, like oral information, a declaration of the builder or installer, architect or property owner, a design plan, ... cannot be used by the energy when establishing the energy performance certificate.

The energy expert will only use documents that clearly refer to the dwelling or building. Except for photographs, all documents must contain an address or cadastral number, author and date. Exceptions are only allowed if they are listed in the inspection protocol.

The inspection protocol determines the conditions for the use of the documents. In addition, it determines which documents can be used for which data entry fields. In case findings and documents are contradictory, the findings prevail. A piece of evidence is no longer used in case of contradictory information, e.g. as a result of later changes or renovations. For more information about the inspection protocol and conditions, please visit <https://www.energiesparen.be/epcparticulier>.

To be filled out by the energy expert

Details of the property owner or client

capacity owner mandatory or authorised agent other capacity:

first name and surname

street, number, apartment

number

postal code and city

country

Property details

street, number, apartment

number

postal code and city

Overview of documents received

documents	number
<input type="checkbox"/> plans added to the building permit request, made up and signed by the architect, urban plans that have been approved by the commune, technical plans provided by the architect, engineer or installer, the architect's or building site manager's execution plans or execution details and as-built plans by the architect or contractor
<input type="checkbox"/> the architect's or contractor's specifications, material and measurement overviews or procurement plans if they are part of a (general) building contract. <i>This will be clear from the fact that the building contract refers to the specifications, material and measurement overviews or procurement plans, or from the fact that these documents have been signed by the contractor and the client.</i>
<input type="checkbox"/> building contracts, drawn up and signed by the contractor and the client
<input type="checkbox"/> the contractor's price quotations or purchase orders if it has been established, or proven by other documents, that the material or appliance mentioned in the price quotation or purchase order have been fitted on the property
<input type="checkbox"/> minutes or reports of the general meeting of co-owners detailing the decision to install a material or appliance
<input type="checkbox"/> the architect's or contractor's building site reports, progress reports or reports of the preliminary or definitive delivery
<input type="checkbox"/> invoices of materials or delivery notes
<input type="checkbox"/> contractor's invoices
<input type="checkbox"/> requests for subsidies or grants supplied by the Flemish Government or the grid manager, if they have been approved by the Flemish Government or the grid manager. <i>The approval is proven by the approval letter sent by the Flemish Government of the grid manager, or by means of a bank statement (payment of the subsidy or grant). A contractor's invoice is also considered a proof of execution.</i>
<input type="checkbox"/> declaration of appliance with the "Spécifications Techniques / Technische Specificaties" norm or the "Agrément Technique / Technische Goedkeuring", drawn up and signed by the contractor
<input type="checkbox"/> photographs showing the composition of the outer layer or the installation (close-ups) and photographs indicating that the outer layer or installation has been placed (overviews)
<input type="checkbox"/> overview of the destructive analysis (with photographs)
<input type="checkbox"/> EPB-declarations, like the transition form and the EPW-form. <i>Details from the initial declarations and preliminary EPB-declarations are not accepted.</i>
<input type="checkbox"/> the entry details of formerly established energy performance certificates

- technical documentation with product information, like technical information sheets, manufacturers' information, information on the product or the installation, packaging, identification tags, proofs of guarantee and energy labels
.....
- air tightness measurement conforming the NBN EN 13829 norm and additional specifications
.....
- Cogeneration certificates ("WKK") or environmental permits
.....
- AREI-audit report
.....
- heating installation audit report
.....
- heating appliance audit report
.....
- cleaning and combustion certificate
.....
- ventilation performance report
.....
- report of the energetic audit of the cooling system. *This report is only relevant when drawing up an energy performance certificate for a small, non-residential building or for the communal parts of an apartment building*
.....
- lighting study, including an invoice or a photography file. *This study is only relevant when drawing up an energy performance certificate for a small, non-residential building or for the communal parts of an apartment building*
.....
- request for a relighting subsidy, including an invoice or an approval of the subsidy. *This report is only relevant when drawing up an energy performance certificate for a small, non-residential building or for the communal parts of an apartment building*
.....
- additional proofs: extract of the cadastral ledger or the urban planning permission register, the notary deed, proof of receipt or proof of completeness of the building permit request, plot division permission
.....
- usage- or delivery invoices for gas, fuel or electricity ... , issued during the past 2 years
.....
- no documents received
..... /

Signature

date day month year

signature

first name and surname

EP-code

To be filled out by the property owner or client

Inclusion of usage details on the energy performance certificate

- I agree to the inclusion of usage details of gas, fuel, electricity ... on the energy performance certificate of the dwelling. I provide the energy expert with usage or delivery invoices that are no older than 2 years.
- I do not want the usage details to be included on the dwelling's energy performance certificate.

Signature

date day month year

signature

first name and surname