

Damp and mould report

The first report decides how the case goes. Photographs, readings, and a cause assessed.

Assess a cause — condensation, penetrating, rising or a defect. Attributing everything to how the tenant lives is the finding most likely to be held against a landlord. Record who is in the household: vulnerability changes both the urgency and the obligation. This report is personal data; keep it secure.

PROPERTY	TENANCY	REPORTED BY
DATE REPORTED	INSPECTED BY	DATE INSPECTED

WHAT WAS REPORTED

In the tenant's own words

How long they say it has been present

Has it been reported before? When, and to whom

What was done last time

Date of first inspection after this report

AFFECTED AREAS

Room — surface — extent — active or historic — photograph reference.

Room — surface — extent — active / historic — photo ref

Room — surface — extent — active / historic — photo ref

Room — surface — extent — active / historic — photo ref

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Room — surface — extent — active / historic — photo ref

Room — surface — extent — active / historic — photo ref

Room — surface — extent — active / historic — photo ref

READINGS

Record the instrument and where each reading was taken. No threshold is printed here.

Instrument used, and when last calibrated

Location — reading — type of reading

Location — reading — type of reading

Location — reading — type of reading

Location — reading — type of reading

External conditions at the time

BUILDING FACTORS OBSERVED

	PRESENT	NOT SEEN	N/A
Roof, gutter or downpipe defect	☐	☐	☐
Defective or bridged damp-proof course	☐	☐	☐
Failed pointing, render or external seal	☐	☐	☐
Window or door seal failure	☐	☐	☐

	PRESENT	NOT SEEN	N/A
Plumbing or waste leak	☐	☐	☐
Cold bridging or missing insulation	☐	☐	☐
Extract ventilation absent	☐	☐	☐
Extract ventilation present but not working	☐	☐	☐
Trickle vents absent, blocked or closed	☐	☐	☐
Heating inadequate, faulty or not in use	☐	☐	☐
Previous repair that has failed	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

PROBABLE CAUSE ASSESSED

Tick all that apply. This is an assessment by the inspector, not a diagnosis.

	ASSESSED
Penetrating damp	☐
Rising damp	☐
Plumbing or waste leak	☐
Condensation	☐
Building defect	☐
Combination — described below	☐
Further specialist investigation required	☐
	☐
	☐

ASSESSMENT, IN YOUR OWN WORDS

WHO LIVES HERE

Record what is relevant to urgency and no more. This is sensitive personal data.

Number of occupants

Any children in the household

Anybody elderly, pregnant, or with a respiratory or immune condition

Has anybody reported health effects?

Have they been advised to see a doctor?

Is the affected room a bedroom, and is it in use?

ACTION

Immediate action taken on the day

Works order raised — number and priority

Specialist survey instructed? By whom, when

Temporary measures provided

Decant considered? Outcome

Re-inspection date set

WHAT THE TENANT WAS TOLD, AND WHEN

Recorded separately from what was done. This is what an investigation looks at first.

Date and time of first substantive response

How they were contacted

What they were told

Next update promised for

Advice given about ventilation or heating, and in what terms

SIGN-OFF

INSPECTED BY

DATE

REVIEWED BY

DATE

LANDLORD INFORMED ON

RECORD HELD SECURELY AT