PropertyOptix
PROPERTY COMPLIANCE

Property inspection report

Split the findings: landlord repairs and tenant matters go to different people.

Photograph any damp or mould, however minor — a report that notes it in passing is the record that will later be produced as evidence the landlord knew. Record what you saw, not what you inferred about who is living there. This report is personal data about the occupiers.

PROPERTY | TENANCY | INSPECTED BY

DATE | TENANT PRESENT? | NOTICE GIVEN ON

ROOM BY ROOM

One row per room. Detail anything not satisfactory below.

	SATISFACTORY	FINDING	N/A
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

ROOM DETAIL

Room — condition — cleanliness — ventilation — anything changed

Room — condition — cleanliness — ventilation — anything changed

Room — condition — cleanliness — ventilation — anything changed

Room — condition — cleanliness — ventilation — anything changed

Room — condition — cleanliness — ventilation — anything changed

Room — condition — cleanliness — ventilation — anything changed

DAMP, MOULD AND WATER

Photograph anything found. Raise a damp and mould report if there is any.

	PRESENT	NOT SEEN
Mould growth — any room	☐	☐
Damp staining or tide marks	☐	☐
Condensation on windows or walls	☐	☐
Leaks — plumbing, roof or external	☐	☐
Extract ventilation present and working	☐	☐
Trickle vents present and open	☐	☐
Heating in use and adequate	☐	☐
Separate damp and mould report raised	☐	☐
	☐	☐
	☐	☐

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	PRESENT	NOT SEEN
	☐	☐

SAFETY

Observations only — this inspection does not assess gas or electrical installations.

	OK	FINDING	N/A
Smoke alarms present and tested today	☐	☐	☐
Carbon monoxide alarms present and tested, where required	☐	☐	☐
Escape routes clear	☐	☐	☐
Obvious electrical concerns — damaged sockets, exposed wiring	☐	☐	☐
Obvious gas concerns — smell, staining, blocked flue	☐	☐	☐
Window restrictors and locks where required	☐	☐	☐
Communal areas, where applicable	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

OCCUPANCY — RECORD WHAT YOU SAW

Observations, not inferences about the household.

	OBSERVED	NOT OBSERVED
Property appears occupied and in use	☐	☐
Pets present, where not agreed	☐	☐
Smoking inside, where not permitted	☐	☐
Business use of the property	☐	☐
Signs of more occupiers than the tenancy permits	☐	☐
Alterations or decoration not agreed	☐	☐
Rubbish or storage affecting the property or neighbours	☐	☐
	☐	☐
	☐	☐
	☐	☐

LANDLORD REPAIRS — FINDINGS AND ACTIONS

Owner and target date against each. Raise works orders and record the numbers.

TENANT MATTERS — RAISED, AND HOW

Different people, different timescale, different tone.

SIGN-OFF

This report names and describes the people living here. Keep it secure.

INSPECTED BY

DATE

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LANDLORD REPORT SENT ON

TENANT INFORMED OF ANYTHING ON

NEXT INSPECTION

RECORD HELD SECURELY AT

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