INSPECTION REPORT / EDITABLE TEMPLATE

Property inspection report

A clear, evidence-led record of property condition, defects and recommended actions.

HOW TO USE • [Square brackets] = replace with your details • SAMPLE = illustrative finding; replace before issuing.

REPORT INFORMATION

PROPERTY	INSPECTION
[Property address / name]	Date: [Inspection date]
Client: [Client / organisation]	Reference: [Report reference]
Inspector: [Your name / company]	Weather: [Weather, if relevant]
Property type: [House / flat / commercial / other]	Access: [Areas accessed and restrictions]

Executive summary / SAMPLE — REPLACE

A visual inspection of accessible internal and external areas identified generally serviceable finishes, with isolated moisture staining, localised cracking and maintenance needs. The findings below are illustrative only; replace all sample content with verified observations before issuing a report.

OVERALL CONDITION	KEY PRIORITIES	INSPECTION STATUS
ADVISORY	1 further investigation • 2 planned actions	Visual inspection only

01 Scope and limitations

The example inspection covers accessible external elevations, roof areas viewed from ground level, internal rooms, visible finishes, doors and windows, and readily observable services. Concealed construction, inaccessible areas and specialist testing are excluded unless expressly agreed. [Specify actual scope, access restrictions and exclusions.]

02 Condition rating guide

RATING	MEANING
GOOD	No material defects observed in the inspected area.
ADVISORY	Maintenance or further assessment recommended.
ATTENTION	Prompt action or specialist assessment required.
NOT INSPECTED	Area inaccessible or outside agreed scope.

03 Property element assessment / SAMPLE FINDINGS

ELEMENT	RATING	OBSERVATION / ACTION
External walls & finishes	ADVISORY	Hairline cracking to render at rear elevation; review and monitor.
Roof (visible areas)	GOOD	No obvious defects noted from accessible ground-level vantage points.
Internal walls & ceilings	ATTENTION	Localised ceiling staining in upper-floor bedroom; establish moisture source.
Windows & doors	GOOD	Accessible units appeared generally operational during visual checks.
Visible services	NOT INSPECTED	No electrical, gas or plumbing performance testing undertaken.

04 Detailed observations / SAMPLE FINDINGS

P-01 Moisture staining to ceiling

LOCATION / RATING	OBSERVATION	RECOMMENDED ACTION
Upper-floor bedroom / ATTENTION	SAMPLE: Brown discolouration visible to a small ceiling area near the external wall. No invasive testing undertaken. Cause unconfirmed.	Investigate moisture source with a competent contractor; address any defect and make good once dry.

P-02 Cracking to external render

LOCATION / RATING	OBSERVATION	RECOMMENDED ACTION
Rear elevation / ADVISORY	SAMPLE: Fine cracking visible in external render adjacent to a window reveal. No movement monitoring undertaken.	Review extent and cause; seal or repair as appropriate and monitor for change.

05 Photographic evidence

Insert your own photographs with descriptive captions and matching observation references. The frames below are editable placeholders, not evidence of an actual inspection.

PHOTO 01 / INSERT YOUR PHOTO
Upper-floor bedroom • P-01

PHOTO 02 / INSERT YOUR PHOTO
Rear elevation • P-02

06 Recommended action plan / SAMPLE ACTIONS

PRIORITY	ACTION	RESPONSIBILITY / TARGET
HIGH	Investigate moisture staining and remedy source if confirmed.	[Assigned party] / [Date]
MEDIUM	Assess and repair localised external render cracking.	[Assigned party] / [Date]
ROUTINE	Review general maintenance items identified during inspection.	[Assigned party] / [Date]

07 Conclusion / SAMPLE — REPLACE

Based on the accessible elements visually inspected, the property appears broadly serviceable but warrants targeted investigation of moisture staining and review of localised render cracking. The sample recommendations are illustrative and must be revised to reflect the actual inspection.

08 Inspection record

PREPARED BY	CLIENT / REPRESENTATIVE
Name: [Inspector name]	Name: [Client contact]
Company: [Company]	Organisation: [Organisation]
Signature: _____	Acknowledgement: _____
Date: _____	Date: _____

Editing guide — replace before sharing

EDITABLE FIELDS: Replace every item in [square brackets], including property, company, inspector, client, dates and contact details. SAMPLE FINDINGS: Replace all illustrative ratings, descriptions, photographs and actions with verified site evidence before issuing.

This is a general reporting aid, not a substitute for a competent inspection, agreed scope, applicable regulations or specialist advice.