

SITE SURVEY REPORT

Routine Property Inspection

Prepared for	Flat 2, 18 Larchfield Road, Leeds (fictional)
Date	24 Sep 2026
Site	Flat 2, 18 Larchfield Road, Leeds
Prepared by	A. Okafor

FORM

Routine Property Inspection

1. Visit details and notice

Project	Flat 2, 18 Larchfield Road, Leeds: routine property inspection
Report reference	RPI-2026-0332
Property address	Flat 2, 18 Larchfield Road, Leeds LS6 3BN
Date of the visit	24 Sep 2026
Location on arrival	Front door, 18 Larchfield Road · 53.820710, -1.576880 (SE 27952 36131, ±5 m)
Type of visit	Routine inspection
Was notice of the visit given to the occupier in writing?	Yes
Date the notice was given	17 Sep 2026
How was it given?	Email
How long before the visit was it given?	24 hours or more

Notice recorded. Section 11(6) of the Landlord and Tenant Act 1985 lets the landlord, or a person authorised in writing, enter at reasonable times of the day to view the condition of the home, on 24 hours' notice in writing to the occupier.

Inspector name and role	A. Okafor, property manager, Elmfield Lettings
The inspector is	Someone acting for the landlord
Has the landlord authorised the inspector in writing?	Yes
Access on the day	Tenant let the inspector in

2. Tenant's account

Tenant name	K. Marsh
Has the tenant reported any issues, before or during the visit?	Yes
What did they report?	Damp patch on the living room wall under the window, getting bigger since the rain in August. Kitchen cupboard under the sink smells damp.
Date first reported	2 Sep 2026

Does any report concern a smoke or carbon monoxide alarm? No

Were repairs raised at the last inspection? Yes

Have they been done? All done

Does the tenant have language, access or contact needs? No

3. Alarms and safety records

What the regulations require in England. A smoke alarm on each storey with a room used as living accommodation. A carbon monoxide alarm in any such room with a fixed combustion appliance, other than a gas cooker.

Storeys with living accommodation 1

Storeys with a smoke alarm 1

Storeys without a smoke alarm 0

Rooms with a boiler, fire or stove (do not count gas cookers) 1

Of those rooms, how many have a carbon monoxide alarm? 1

Alarms tested on this visit 2

Alarms that sounded 2

Alarms that did not sound 0

Government guidance is for tenants to test their alarms regularly, following the maker's instructions. It is guidance, not a legal duty.

Does the home have gas appliances supplied by the landlord? Yes

Gas safety record Seen, check made in the last 12 months

Date of the last gas safety check 18 Feb 2026

Electrical installation report Seen, dated in the last 5 years

Date of the electrical installation report 12 Apr 2023

Are the hallway and the way out clear? Yes

4. Room by room

Rooms inspected 1: Hallway

Room	Hallway
Condition	Good
Cleanliness	Clean
Which looks most like this room?	Room in good order
Is there an issue in this room?	No

Photos of the room



Rooms inspected 2: Living room

Room	Living room
Condition	Fair
Cleanliness	Clean
Which looks most like this room?	Damp patch on a wall
Is there an issue in this room?	Yes
Type of issue	Damp or mould
Describe the issue and where it is	Damp patch with blown plaster on the wall under the window, directly above the radiator. Plaster soft to the touch.

Photos of the issue



Was it reported by the tenant?	Yes
Width of the patch (m)	0.33

Width of the patch (m): measuring photo



Height of the patch (m)	0.3
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Height of the patch (m): measuring photo

Area of the patch (m²)

0.1

Likely source

Water getting in from outside

Freedom from damp is one of the matters the law looks at when deciding whether a rented home is fit to live in. Record the size and the likely source so the next visit can show whether it has changed.

Priority

Within 14 days

Who is responsible?

Landlord

Action needed, and which trade

Builder to check and reseal the window cill outside, then plasterer to hack off and replaster

Photos of the room



Rooms inspected 3: Kitchen

Room

Kitchen

Condition	Poor
Cleanliness	Clean
Which looks most like this room?	Leak under a sink
Is there an issue in this room?	Yes
Type of issue	Leak
Describe the issue and where it is	Slow drip from the sink trap. Cupboard base is wet and starting to swell.

Photos of the issue



Was it reported by the tenant?	Yes
Is water still escaping?	Yes
Priority	Within 7 days
Who is responsible?	Landlord
Action needed, and which trade	Plumber to replace the trap and waste, joiner to renew the cupboard base

Rooms inspected 4: Bathroom

Room	Bathroom
Condition	Good
Cleanliness	Clean
Which looks most like this room?	Room in good order
Is there an issue in this room?	No

Photos of the room



Rooms inspected 5: Bedroom 1

Room	Bedroom 1
Condition	Good
Cleanliness	Clean
Is there an issue in this room?	No

5. Heating, ventilation and outside

Is the heating working?	Yes
Is there hot water?	Yes
Bathroom extractor fan	Working
Kitchen extraction	Working
How was the outside inspected?	From ground level
Defects seen outside	Damaged window cills or seals
Describe the defects and where they are	Living room window, front elevation: mastic seal under the cill has split along most of its length.
Areas not inspected, and why	Loft, as the hatch is in the communal landing and the key was not available

6. Repairs summary

Rooms and areas inspected	5
Emergency repairs	0

Repairs within 7 days	1
Repairs within 14 days	1
Repairs within 28 days	0
Repairs in total	2
Rooms in poor condition	1
Repairs for the tenant	0
Damp or mould found, total area (m ²)	0.1
Who was told about the urgent repairs, and when?	Landlord, R. Bell, by phone at 10:40 about the kitchen leak, before leaving the flat
Anything done on the visit	Placed a bowl under the trap and dried out the cupboard. Phoned the landlord about the leak at 10:40 before leaving. Asked the tenant to keep sink use light until the plumber has been.

7. Report and next steps

Overall condition of the home	4 of 5, good
Is a follow-up visit needed to check the repairs?	Yes
Follow-up visit date	22 Oct 2026
A follow-up visit is a new visit. Give the occupier written notice again, at least 24 hours before.	
Next routine inspection	24 Mar 2027
How will the report be sent to the landlord?	Email
Will the tenant get a copy?	Yes

Sign-off

Inspector name	A. Okafor, property manager, Elmfield Lettings
Inspector signature	
Is the tenant signing?	Yes
Tenant name	K. Marsh

Tenant signature

K. Marsh
