

Property Damage Report

A property damage report for insurers, landlords and contractors: what happened and when, the cause, each area of damage with photos, measured size and estimated cost, totals by severity, making safe, police and insurer references.

1. Incident

Project

Client

Site *

Site address

Property location

Mark it at the entrance. Tap Mark current location on site. It saves the coordinates, a grid reference and the accuracy.

Date of this report *

Time

Reported by *

When it happened (if known)

When it was found

If applicable: The date found is before the date it happened. Check the dates.

Days between it happening and being found (if applicable; worked out automatically in the app)

Cause * (choose one)

- ☐ Escape of water
- ☐ Storm or flood
- ☐ Fire or smoke
- ☐ Impact
- ☐ Theft or break-in
- ☐ Vandalism
- ☐ Accidental damage
- ☐ Contractor damage
- ☐ Subsidence
- ☐ Not known

What happened *

Police crime reference (if applicable)

If applicable: Report theft or vandalism to the police: 999 if the crime is in progress or someone is in danger, 101 if it is not an emergency. Record the crime reference here.

2. Damage

Areas damaged (copy this block for each one)

Room or area *

What is damaged (for example ceiling, flooring, sofa)

Description

Severity (choose one)

☐ Minor ☐ Moderate ☐ Severe

Width of the damage (m)

Measure from a photo with a door, ceiling tile or another known size in the same plane, or use a tape. Measuring from a photo gives an estimate.

Length or height of the damage (m)

Area damaged (m²) (if applicable; worked out automatically in the app)

Estimated cost to put right (£)

Photos (photos: attach, or note the file names)

Areas damaged (worked out automatically in the app)

Total area measured (m²) (worked out automatically in the app)

Estimated total (£) (worked out automatically in the app)

Severe (worked out automatically in the app)

Moderate (worked out automatically in the app)

Minor (worked out automatically in the app)

Walk Cam: damage walk-round for the insurer

Walk Cam video walk-through: available in the SiteSurvey app only.

3. Making safe and insurance

Has the property been made safe?

☐ Yes ☐ No

Temporary repairs done to stop further damage (if applicable)

The Association of British Insurers advises telling the insurer as soon as possible, arranging temporary repairs where needed to stop the damage getting worse, keeping receipts, and not throwing damaged items away (unless they are a health hazard) because the insurer may want to inspect them. If something must go, photograph it first. Check the policy terms.

Has the insurer been told?

☐ Yes ☐ No

Claim reference (if applicable)

Have damaged items been kept, or photographed before disposal, for the insurer?

☐ Yes ☐ No

4. Actions and sign-off

Are further actions needed?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Inspector name *

Position or company

Inspector signature

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.