

Vacant Property Inspection

A vacant and unoccupied property inspection for insurers' conditions: days empty, inspection interval, security, signs of entry, roof and gutters, water drained or heating on, leaks and damp, post, meter readings and photos.

1. Property

Project

Client

Site *

Site address

Inspection date *

Time

Inspected by *

Your position at the property (GPS)

Mark it at the front door. It records that the visit happened at this property, with the date and time above.

Empty since

Days empty (if applicable; worked out automatically in the app)

If applicable: The empty since date is after the inspection date. Check the dates.

Insurer and policy number

Inspection interval in the policy (choose one)

☐ Every 7 days ☐ Every 14 days ☐ Every 30 days ☐ Not known

Date of the last inspection

Days since the last inspection (if applicable; worked out automatically in the app)

If applicable: The last inspection date is after this inspection date. Check the dates.

If applicable: Longer than the policy's inspection interval. If the policy conditions are not met, the insurer may refuse a claim: check the policy wording.

Financial Ombudsman Service: most home insurance policies stop covering things like theft, malicious damage and escape of water once a home has been unoccupied for a set period, usually 30 or 60 days. Some policies keep cover if conditions are met, such as regular inspections and, in winter, draining the water system or keeping the heating on at a minimum temperature. Check the policy wording.

2. Outside and security

Doors and locks secure (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo of the defect (if applicable; photos: attach, or note the file names)

Windows and boarding intact (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo of the defect (if applicable; photos: attach, or note the file names)

No signs of entry or squatting (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo of the defect (if applicable; photos: attach, or note the file names)

Roof, gutters and downpipes (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo of the defect (if applicable; photos: attach, or note the file names)

No rubbish or fly-tipping (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo of the defect (if applicable; photos: attach, or note the file names)

Garden and boundaries (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo of the defect (if applicable; photos: attach, or note the file names)

Outside: defects found (worked out automatically in the app)

3. Inside

Water system * (choose one)

- ☐ Drained and water off at the mains
☐ Heating on at a minimum temperature
☐ Neither

If applicable: Check the policy: some require the water system to be drained, or the heating kept on at a minimum temperature, to prevent burst pipes.

Indoor temperature (°C) (if applicable)

No leaks or water damage (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo of the defect (if applicable; photos: attach, or note the file names)

No damp or mould (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo of the defect (if applicable; photos: attach, or note the file names)

No pests (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo of the defect (if applicable; photos: attach, or note the file names)

Intruder alarm working (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo of the defect (if applicable; photos: attach, or note the file names)

Defects found on this visit (worked out automatically in the app)

If applicable: Each defect needs an action with an owner and a due date on the next page. Tell the insurer about any break-in, escape of water or damage, as the policy requires.

Post and free papers removed?

☐ Yes ☐ No

Electricity reading

Gas reading

Photos (each room, meters, any issues) (photos: attach, or note the file names)

Walk Cam: vacant property visual inspection

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

4. Actions and sign-off

Are further actions needed?

☐ Yes ☐ No

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

What needs doing? *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Actions still open (if applicable; worked out automatically in the app)

Next inspection due

The inspection date plus the interval in the policy.

Days to the next inspection (if applicable; worked out automatically in the app)

If applicable: The next due date is before the date of this visit. Check the date.

If applicable: The next inspection is later than the interval in the policy allows. Bring it forward.

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.