

Void Property Inspection

A void property inspection: keys, meter readings, gas and electrical safety dates, smoke and CO alarms, damp and mould, room-by-room condition and the works list to bring the home up to the lettable standard.

1. Property

Project

Client

Site *

Site address

Inspection date *

Time

Property reference *

Property type (choose one)

☐ House ☐ Bungalow ☐ Flat ☐ Maisonette ☐ Bedsit ☐ Other

Bedrooms

Date the home became empty

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

Inspected by *

Keys returned

Is the property secure?

☐ Yes ☐ No

Walk Cam: void walk-through

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

2. Meters and safety

Electricity meter reading

Gas meter reading

Water meter reading

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

Date of the last gas safety check

Days since the gas safety check (if applicable; worked out automatically in the app)

If applicable: Over 12 months. The Gas Safety (Installation and Use) Regulations 1998, regulation 36: each gas appliance and flue must have been checked for safety within the 12 months before a new tenancy starts, and the new tenant given a copy of the record before they move in.

If applicable: The gas safety check date is after the inspection date. Check the dates.

Date of the last electrical inspection report

Days since the electrical report (if applicable; worked out automatically in the app)

If applicable: Over 5 years. Under the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020, extended to social rented homes by the 2025 amendment regulations, private and social landlords must have the electrical installation inspected and tested by a qualified person at least every 5 years, and give a copy of the report to a new tenant before they move in.

If applicable: The electrical report date is after the inspection date. Check the dates.

Has electrical equipment the landlord provides (such as a cooker) been checked in the last 5 years? (choose one)

☐ Yes ☐ No ☐ No equipment provided ☐ Not a social landlord

If applicable: Under the Electrical Safety Standards in the Private Rented Sector (England) (Amendment) (Extension to the Social Rented Sector) Regulations 2025, social landlords in England must have electrical equipment they provide checked by a qualified person at least every 5 years, and give a copy of the record to a new tenant before they move in.

Is there a working smoke alarm on every storey with a room used as living accommodation?

☐ Yes ☐ No

Is there a carbon monoxide alarm in every room with a fixed combustion appliance (other than a gas cooker)?

☐ Yes ☐ No

If applicable: The Smoke and Carbon Monoxide Alarm (England) Regulations 2015, as amended in 2022, apply to social and private rented homes. Fit the missing alarms. The landlord must check each required alarm is in proper working order on the day a new tenancy begins.

Has the asbestos register been checked before works are ordered?

☐ Yes ☐ No

Is there any damp or mould?

☐ Yes ☐ No

If applicable: Record the damp or mould room by room below and find the cause before re-letting.

If applicable: Social landlords in England: Awaab's Law, the Hazards in Social Housing (Prescribed Requirements) (England) Regulations 2025, sets fixed timescales to investigate and fix damp and mould hazards in social rented homes. Find and fix the cause before re-letting, and record what was done.

3. Rooms

Rooms (copy this block for each one)

Room *

Condition (choose one)

☐ Lettable ☐ Minor works ☐ Major works

Works needed (tick all that apply)

- ☐ Clean
- ☐ Decorate
- ☐ Flooring
- ☐ Joinery
- ☐ Plumbing
- ☐ Electrical
- ☐ Plaster
- ☐ Damp or mould
- ☐ Remove items left behind

Details

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

Rooms lettable (worked out automatically in the app)

Rooms needing minor works (worked out automatically in the app)

Rooms needing major works (worked out automatically in the app)

4. Works and re-let

Works orders (copy this block for each one)

Trade * (choose one)

- ☐ Cleaning
- ☐ Decorating
- ☐ Joinery
- ☐ Plumbing
- ☐ Electrical
- ☐ Gas
- ☐ Flooring
- ☐ Roofing
- ☐ Grounds
- ☐ Other

Work needed *

Priority (choose one)

- ☐ Before re-let ☐ After re-let

Estimated cost (£)

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

Estimated cost before re-let (£) (worked out automatically in the app)

Target re-let date

Days from the inspection to the target re-let (if applicable; worked out automatically in the app)

Total void days at the target re-let (if applicable; worked out automatically in the app)

5. 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

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

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.