

SITE SURVEY REPORT

Schedule of Dilapidations

Prepared for	Riverside Park Estates Ltd (sample landlord)
Date	25 Sep 2026
Site	Unit 4, Riverside Park
Prepared by	R. Evans MRICS

Sample report. The property, people and organisations are fictional, and so are the lease clauses and the costs. The photographs are stills taken from the Walk Cam clips shown on sitesurvey.app. A report records what was found and when. Whether an item is a breach depends on the lease, and what can be recovered is a matter for the parties, their advisers and the court.

FORM

1. Instruction

Schedule reference	DIL-2026-0187 (sample)
Property address	Unit 4, Riverside Park. Two storey business unit. This sample covers the first floor
What are you preparing?	Schedule of dilapidations
When is it being prepared?	After the tenancy has ended
Where is the property?	England
Who are you acting for?	Landlord
Landlord	Riverside Park Estates Ltd (sample landlord)
Tenant	Northfold Supplies Ltd (sample tenant)
Surveyor name, qualification and firm	R. Evans MRICS, Evans Hart Surveyors
Date of inspection	Fri 25 Sep 2026, 11:20 to 14:05
Schedule of dilapidations	The Dilapidations Protocol says it should set out the breaches, the works needed to remedy them and, if relevant, the landlord's costings

FORM

2. Lease and documents

Date of the lease	19 Sep 2016. Term of 10 years from that date
Date the term ends, or ended	Fri 18 Sep 2026, by expiry of the term
Have you seen a complete copy of the lease?	Yes
Other documents seen	Lease plan or scaled plans; licence for alterations; reinstatement notice. The managing agent's inspection note of Mar 2026. No schedule of condition is attached to the lease
What did the licence allow, and does it require reinstatement?	Licence dated 3 Mar 2018 for the first floor partitions and kitchenette. It requires reinstatement at the end of the term if the landlord asks. Reinstatement notice sent 12 Jun 2026

Repair clause number	4.3: to keep the premises in good and substantial repair and condition
Redecoration clause number	4.5: to redecorate the inside in the last year of the term
Reinstatement clause number	4.8: to remove the tenant's alterations and fixtures at the end of the term and make good
Repair, reinstatement and redecoration	The Protocol does not define repair, reinstatement or redecoration. What work is required depends on the terms of the lease and any other relevant documents

FORM

3. Inspection

Weather	Dry and overcast. Rain fell the day before
Are the premises occupied?	Vacant. Keys from the managing agent
Did the other side or their surveyor attend?	No. The tenant's surveyor was invited and did not attend
Were all areas inspected?	No
Which areas were not inspected, and why?	Roof covering and rooflight from above, as there was no safe access. Ceiling void seen at the broken tile only
Is opening up or further investigation needed?	Yes
What needs opening up, and where?	Inspect the roof and the Office 2 rooflight from above, and the ceiling void around it, to find where the water staining in Office 2 comes from. To be done before the schedule is sent. See item 2

4. Item record

WALK CAM

Dilapidations walk, Unit 4 first floor

First floor offices, kitchenette and corridor · Dilapidations survey

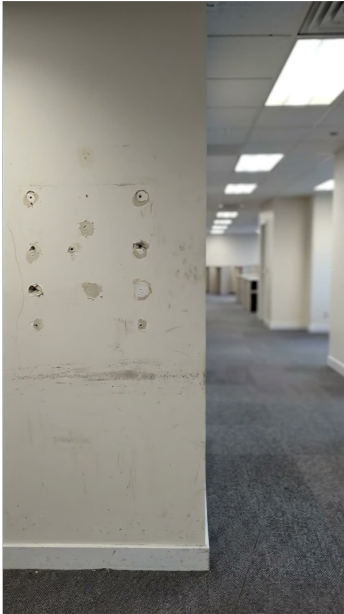
1. Floors and ceilings

Office 2. Carpet tiles stained, some missing. Ceiling tiles water damaged, one broken. Staining is heaviest under the rooflight, check for a roof leak before replacing tiles.



2. Walls

Office 1, wall beside the door. Screw holes and wall plugs from removed shelving, twelve in all. Needs filling and redecorating. Scuff line across the wall at desk height. Hairline crack running up from the head of the door frame, about 1.6 metres long.



3. Kitchenette

Kitchenette. Worktop worn, sink unit chipped, cupboard doors missing, floor stained. Two doors missing from the sink base unit, hinges still on the carcass. Base of the unit is water stained. Floor tiles are lifting near the window. Kettles, toasters and mugs left behind.



4. Doors and fixtures

Corridor fire doors intact. Check closers and seals against the lease schedule. Glazed panels are whole. Closer arm on the right hand leaf is hanging loose and the leaf does not close on its own. Scuffs to the bottom rails.

**FORM****Items: repair (clause 4.3)**

Repair	By law, damages for breach of a covenant to repair cannot be more than the fall in value of the landlord's interest caused by the breach (Landlord and Tenant Act 1927, section 18(1))
Non-repair items	RICS guidance says section 18(1) does not apply to obligations such as decoration, removal and reinstatement. They are listed separately, after the repair items
Item 1. Office 2, ceiling	Poor. 1 ceiling tile broken. Remedy: replace 1 tile to match. 1 No at £35. Cost £35.00
Item 2. Office 2, ceiling and rooflight	Fair. 3 ceiling tiles water stained, heaviest under the rooflight. The source has not been confirmed, as the roof and rooflight could not be inspected from above. Category: not a breach, until the source is confirmed by the further investigation in section 3. It will be added as a repair item only if the leak is confirmed and falls under clause 4.3. Not costed
Item 3. Office 2, floor	Poor. 6 carpet tiles missing. Remedy: supply and lay 6 matching carpet tiles. 6 No at £35. Cost £210.00. The carpet is also stained. Cleaning is not repair, so the staining is recorded but not claimed
Item 4. Office 1, wall by the door	Fair. Hairline crack, about 1.6 m, from the head of the door frame. Remedy: rake out, fill and make good. 1 Item. Cost £120.00

Item 5. Kitchenette, units	Poor. Worktop worn, sink base unit chipped with water damage to its base, 2 doors missing. Remedy: replace the worktop, base unit and doors. 1 Item. Cost £1,450.00
Item 6. Kitchenette, floor	Poor. Vinyl floor tiles lifting near the window. Remedy: lift and replace the loose tiles. 3 m ² at £45. Cost £135.00
Item 7. Corridor, doors	Poor. Closer arm loose on the right hand leaf, which does not close on its own. Remedy: refix and adjust the closer, check the seals. 1 Item. Cost £180.00
Repair sub-total	£2,130.00

FORM

Items: reinstatement and redecoration

Item 8. Office 1, wall by the door (clause 4.8)	Reinstatement. Tenant's shelving removed, 12 screw holes and wall plugs left. Notice requiring reinstatement served 12 Jun 2026. Remedy: remove the plugs, fill and rub down. 1 Item. Cost £95.00
Item 9. Offices 1 and 2, walls (clause 4.5)	Redecoration. Walls marked and scuffed, not redecorated in the last year of the term. Remedy: prepare and redecorate. 210 m ² at £9. Cost £1,890.00
Superseded by the landlord's plans?	No item is likely to be superseded

FORM

5. Summary of costs

Cost of works, from the items (£)	4,115.00. Repair 2,130.00, reinstatement 95.00, redecoration 1,890.00. Includes the contractor's preliminaries, overheads and profit
Design and contract administration fees (% of the cost of works)	10
Design and contract administration fees (£)	411.50
Professional fees for preparing the schedule (£)	950.00
Legal fees for serving the schedule (£)	350.00
Sub-total (£)	5,826.50
Can the landlord recover the VAT on these costs?	Yes. No allowance for VAT. RICS guidance says a landlord that can fully recover the VAT has not suffered a loss from it
Total (£)	5,826.50
What are the costs based on?	Recent tender prices

FORM

6. Intentions and timing

What does the landlord intend to do with the property?	Re-let it as it is
Has the landlord confirmed its intentions in writing?	Yes, on 22 Sep 2026
Has the landlord carried out the works?	None, but it intends to
Date the tenancy ended	Fri 18 Sep 2026
Date the schedule was, or will be, sent	Fri 9 Oct 2026, by email, after the further investigation of item 2
Date the Quantified Demand was, or will be, sent	Fri 9 Oct 2026, with the schedule
Days from the end of the tenancy to sending	21. Within the 56 days the Protocol gives as the general guide to a reasonable time

FORM

7. Sign-off

Endorsement: I confirm that in my opinion	All the works set out in the schedule are reasonably required to remedy the breaches; full account has been taken of the landlord's intentions for the property, as advised by the landlord; the costings, if any, are reasonable
Name	R. Evans MRICS, Evans Hart Surveyors, 1 Quay Street, Riverside. Phone 0300 000 0000. Email r.evans@evanshart.example
Signed	
Date	Fri 25 Sep 2026
Tenant's response and date received	None yet. The schedule has not been sent. The Protocol says the tenant should usually respond within 56 days after the Quantified Demand is sent, so by Fri 4 Dec 2026