

SITE SURVEY REPORT

Routine Property Inspection

Prepared for	The landlord of 27 Mill Lane (sample)
Date	25 Sep 2026
Site	27 Mill Lane
Prepared by	A. Brooks, Property Inspector

Sample report. The property, people and letting agent are fictional. The photographs are stills taken from the Walk Cam clips shown on sitesurvey.app. A report records what was found and when. The repair dates are the agent's own targets. Carrying out the repairs is for the landlord.

FORM

1. Visit details and notice

Report reference	RI-2026-0927 (sample)
Property address	27 Mill Lane. Top floor, two bedroom flat in a two storey block
Date of the visit	Fri 25 Sep 2026
Time of arrival	09:05
Type of visit	Routine inspection
Was notice of the visit given to the occupier in writing?	Yes
Date the notice was given	Mon 21 Sep 2026
How was it given?	Email, and a letter. It gave the date, a time between 09:00 and 10:00, and the reason for the visit
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. Brooks, Property Inspector, Mill Lane 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

FORM

2. Tenant's account

Tenant name	Ms R. Hale (sample). Tenancy began 1 Mar 2025
Has the tenant reported any issues, before or during the visit?	Yes

What did they report?	Damp patch on the living room wall, which appeared after heavy rain in August and has not grown since. On the visit, water in the cupboard under the kitchen sink, first noticed this week
Date first reported	Mon 14 Sep 2026, by email (damp patch). Fri 25 Sep 2026, on the visit (sink)
Does any report concern a smoke or carbon monoxide alarm?	No
Were repairs raised at the last inspection?	No. Last inspection Fri 20 Mar 2026
Language, access or contact needs	None. Prefers contact by email

FORM

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. Hallway ceiling
Storeys without a smoke alarm	0
Rooms with a boiler, fire or stove	1. Gas boiler in the kitchen
Of those rooms, how many have a carbon monoxide alarm?	1. Replace by date on the unit: 2031
Alarms tested on this visit	2
Alarms that sounded	2
Alarms that did not sound	0
Alarm testing	Government guidance is for tenants to test their alarms regularly, following the maker's instructions. It is guidance, not a legal duty
Gas safety record	Seen, check made in the last 12 months
Date of the last gas safety check	12 Feb 2026
Electrical installation report	Seen, dated in the last 5 years
Date of the electrical installation report	18 Feb 2025
Are the hallway and the way out clear?	Yes

4. Room by room

WALK CAM

Routine inspection walk, 27 Mill Lane

Living room, hallway, kitchen and bathroom · Routine property inspection

1. Living room

Living room tidy. Damp patch on the wall under the window, above the radiator. Tenant says it appeared after the heavy rain last month. Paint has blistered and flaked, about 40 centimetres across. Radiator below is working.



2. Alarms

Hallway smoke alarm tested and working. Ceiling mounted, test button pressed, sounder heard clearly.

**3. Kitchen**

Slow leak on the sink trap, base of the cupboard is wet. Needs a plumber this week. Water is standing on the cupboard floor and the board is swollen and stained.



4. Bathroom

Bathroom clean and in good order. Shower screen and seals fine. Ceiling extractor running. No damp or mould seen.

**FORM****Rooms inspected**

Hallway	Good. Clean. No issue
Living room	Good. Clean. Issue: damp or mould, reported by the tenant. Blistered and flaking paint with grey staining on the external wall below the window, above the radiator. Wall dry to the touch on the visit
Living room, patch	0.4 m wide by 0.3 m high. Area 0.12 m ²
Living room, likely source	Not yet known. Water may be getting in from outside, at the window cill or the gutter above
Freedom from damp	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
Living room, repair	Within 14 days. Landlord. Roofer to check the gutter, window cill and pointing outside, then make good the plaster and paint once dry
Kitchen	Fair. Clean. Issue: leak, reported by the tenant. Slow drip from the joint at the bottom of the sink trap. Cupboard base wet, swollen and stained
Kitchen, is water still escaping?	Yes
Kitchen, repair	Within 7 days. Landlord. Plumber to reseal or replace the trap, then replace the cupboard base once dry

Bathroom	Good. Clean. Shower screen and seals fine. No issue
Bedroom 1	Good. Clean. No issue
Bedroom 2	Good. Clean. Issue: fault with a fitting. Window handle loose
Bedroom 2, repair	Within 28 days. Landlord. Tighten or replace the handle

FORM

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	None seen. The gutter above the living room window could not be seen clearly from the ground
Areas not inspected, and why	Loft, as there is no hatch inside the flat. Roof and gutters seen from ground level only

FORM

6. Repairs summary

Rooms and areas inspected	6
Emergency repairs	0
Repairs within 7 days	1
Repairs within 14 days	1
Repairs within 28 days	1
Repairs in total	3
Who was told about the urgent repairs, and when?	The landlord, by phone from the property by A. Brooks at 09:25 on Fri 25 Sep 2026, about the kitchen leak. Confirmed by email with this report the same day
Anything done on the visit	Bowl placed under the sink trap. Tenant asked to empty it and to report any change

Repair priorities

The 7, 14 and 28 day priorities are the agent's own targets. They are not legal timescales

FORM

7. Report and next steps

Overall condition of the home	4 of 5. Clean and well kept
Is a follow-up visit needed to check the repairs?	Yes
Follow-up visit date	Fri 23 Oct 2026
Follow-up notice	A follow-up visit is a new visit. Give the occupier written notice again, at least 24 hours before
Next routine inspection	March 2027
How will the report be sent to the landlord?	Email, on Fri 25 Sep 2026, with the photographs
Will the tenant get a copy?	Yes, by email on the same day

FORM

Sign-off

Inspector name	A. Brooks, Property Inspector
Signed	
Is the tenant signing?	No
Why not?	Tenant chose not to sign. She confirmed on the visit that the record of her account is correct