

EDMUND PLATT

Professional Property Representation & Reporting

RESIDENTIAL MID-TERM INSPECTION REPORT

A structured record of property condition, tenancy observations and required action

[PROPERTY ADDRESS]

[TOWN / CITY] | [POSTCODE]

INSPECTION DATE	REPORT REFERENCE
[DD Month YYYY]	MTI-DD-MM-YY-[PROPERTY]-[POSTCODE]

Report information

Property	[Full property address]
Property type	[Single-let / HMO / Other]
Inspection date and time	[Date and time]
Client / managing agent	[Client name]
Tenant(s) present	[Names / None / Not recorded]
Access obtained	[Full / Partial - specify limitations]
Inspector	Edmund Platt
Document status	Master Document - Edition 1.0 Draft

Purpose and scope

This report provides a visual mid-term record of the readily accessible condition of the property, any matters raised by the tenant or occupiers, and maintenance or management issues identified at the time of inspection. It is intended to support the landlord or managing agent in monitoring the tenancy and planning appropriate follow-up.

Inspection limitations

- The inspection is visual and non-invasive; concealed services, inaccessible areas and the operation of specialist systems are outside its scope.
- The report is not an inventory, valuation, building survey, electrical or gas-safety inspection, or fire risk assessment.
- Observations describe conditions at the time of the visit and should be considered alongside information held by the landlord or managing agent.

Photographic record:

[Insert Dropbox link, CRM reference or other photographic-record location]

Executive summary

Overall condition	[Select: Excellent / Good / Fair / Poor]
Occupancy and access	[Occupied / Vacant / Partial access / Access limitations]
Immediate concerns	[None identified / See Priority Action Schedule]
Maintenance items	[Number identified]
Tenant matters	[None raised / See Tenant Comments]
Photographic record	[Dropbox link / client-system reference]

Overall condition

[Provide a concise overall assessment of how the property is being maintained, general cleanliness, housekeeping and whether any significant concern was identified.]

Key observations

- [Key observation or principal issue]
- [Key observation or principal issue]
- [Key observation or principal issue]
- [Key observation or principal issue]
- [Key observation or principal issue]

Immediate follow-up

[State whether urgent attendance is required or refer to the Priority Action Schedule.]

1. Property and tenancy profile

Property configuration	[House / apartment / number of storeys / number of rooms]
Tenancy type	[Single household / HMO / other]
Named tenant(s) / occupiers	[Names or client reference]
Occupancy observed	[Consistent with records / Query identified / Not verified]
Pets observed / declared	[Details / None / Not verified]
Smoking / vaping evidence	[Details / None observed]
General cleanliness	[Excellent / Good / Fair / Poor]
Housekeeping / clutter	[No concern / Monitor / Action required]
Signs of unauthorised alteration	[Details / None observed]
Access limitations	[Areas not inspected and reason]

Tenancy and management observations

[Record any relevant tenancy, occupancy, behavioural or management observation.]

Inspection status key

S — Satisfactory	No material concern identified at the time of inspection
M — Monitor	No immediate action required; review at a future visit
A — Action required	Maintenance or management follow-up recommended
N — Not inspected / N/A	Area inaccessible or not relevant to this property

2. External areas, access, keys and meters

2.1 External areas

Area / room	Condition and observations	Tenant comments	Status	Photo ref.
Front elevation / approach			[S/M/A/N]	
Rear elevation / yard / garden			[S/M/A/N]	
Boundaries / gates / outbuildings			[S/M/A/N]	
Roofline / rainwater goods (ground observation)			[S/M/A/N]	
Waste and refuse arrangements			[S/M/A/N]	
External access / communal approach			[S/M/A/N]	

2.2 Keys and access

Access method	[Tenant present / Agent keys / Key safe / Other]
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Record each relevant key or access item below and cross-reference the accompanying photograph. For an external key safe, record its location and visible condition but do not include the access code in this report.

Key / access item	Details and condition	Status	Photo reference
Main entrance key(s)		[S/M/A/N]	
Rear / side entrance key(s)		[S/M/A/N]	
Communal, room or other keys		[S/M/A/N]	
External key safe		[S/M/A/N]	
Fob / access device / other		[S/M/A/N]	

2.3 Meter readings

Meter	Location	Reading	Photograph reference
Electricity			
Gas			
Water			
Other			

3. Property-wide inspection checks

Complete the checks that are relevant to the property. Record fuller observations in the room schedule or Priority Action Schedule where follow-up is required.

Inspection point	Satisfactory	Concern	N/A	Notes / action ref.
Evidence of damp, mould or condensation	[]	[]	[]	
Water leaks, staining or defective seals	[]	[]	[]	
Heating and hot-water concerns	[]	[]	[]	
Visible electrical damage or unsafe use	[]	[]	[]	
Smoke and carbon-monoxide alarms visibly present	[]	[]	[]	
Ventilation and extractor fans	[]	[]	[]	
Windows, restrictors and security	[]	[]	[]	
Internal doors, handles and locks	[]	[]	[]	
Flooring, stairs and trip hazards	[]	[]	[]	
Signs of pests or infestation	[]	[]	[]	
Excessive refuse or combustible storage	[]	[]	[]	
Garden / exterior maintenance	[]	[]	[]	
Tenant alterations or redecoration	[]	[]	[]	
Evidence of subletting or additional occupiers	[]	[]	[]	
Other health, safety or welfare concern	[]	[]	[]	

4. Room and area inspection schedule

Rename, add or remove rows to match the property. Use the Status column for the appropriate S, M, A or N code and the observations column for noteworthy condition, cleanliness, damage or maintenance matters.

Area / room	Condition and observations	Tenant comments	Status	Photo ref.
Entrance / hallway / stairs			[S/M/A/N]	
Living room			[S/M/A/N]	
Dining room			[S/M/A/N]	
Kitchen			[S/M/A/N]	
Bathroom			[S/M/A/N]	
Separate WC			[S/M/A/N]	
Bedroom 1			[S/M/A/N]	
Bedroom 2			[S/M/A/N]	
Bedroom 3			[S/M/A/N]	
Bedroom 4			[S/M/A/N]	
Utility / storage area			[S/M/A/N]	
Other area			[S/M/A/N]	

Room schedule continuation

Area / room	Condition and observations	Tenant comments	Status	Photo ref.
Additional room / area 1			[S/M/A/N]	
Additional room / area 2			[S/M/A/N]	
Additional room / area 3			[S/M/A/N]	
Additional room / area 4			[S/M/A/N]	

5. HMO supplementary inspection module

Optional section: complete for an HMO or other shared property. Delete this module or record it as not applicable for a single-let inspection.

5.1 Communal areas and management checks

Inspection point	Satisfactory	Concern	N/A	Notes / action ref.
Communal hallways, landings and stairs clear	[]	[]	[]	
Fire doors closed, unobstructed and not wedged	[]	[]	[]	
Self-closing devices visibly operating	[]	[]	[]	
Final exits and escape routes readily accessible	[]	[]	[]	
Fire-safety signs and notices present	[]	[]	[]	
Emergency lighting visibly intact	[]	[]	[]	
Fire-alarm panel / call points visibly intact	[]	[]	[]	
Communal kitchen condition and housekeeping	[]	[]	[]	
Communal bathroom / WC condition	[]	[]	[]	
Waste storage and refuse arrangements	[]	[]	[]	
Bicycles, furniture or possessions in escape routes	[]	[]	[]	
Access to meters, stop taps and service points	[]	[]	[]	

5.2 Individual tenant rooms

Area / room	Condition and observations	Tenant comments	Status	Photo ref.
Room 1 / tenant reference			[S/M/A/N]	
Room 2 / tenant reference			[S/M/A/N]	
Room 3 / tenant reference			[S/M/A/N]	
Room 4 / tenant reference			[S/M/A/N]	
Room 5 / tenant reference			[S/M/A/N]	
Room 6 / tenant reference			[S/M/A/N]	
Room 7 / tenant reference			[S/M/A/N]	

Access not obtained

[Identify any tenant room or shared area that could not be inspected and record the reason.]

6. Priority Action Schedule

Transfer each matter requiring follow-up into this schedule. Distinguish observations made by the inspector from matters reported by the tenant, and assign responsibility only where confirmed by the client.

Urgent	Potential immediate risk or loss of essential service; prompt review required
High	Significant maintenance or management concern requiring early attention
Routine	Normal repair or management follow-up
Monitor	No immediate action; review if the condition changes or at the next inspection

Actions and issues

No.	Priority	Issue / observation	Recommended action	Owner	Target date	Status
1						
2						
3						
4						
5						
6						
7						
8						

7. Tenant comments and matters reported

Maintenance reported by tenant	[Record the tenant's description and clearly identify it as tenant-reported]
Access / security matters	[Details / None raised]
Heating / appliances / services	[Details / None raised]
Tenancy or management query	[Details / None raised]
Other comments	[Details / None raised]

8. Assessor's conclusion

[Summarise the overall condition, whether the property appears reasonably cared for, the number and nature of issues identified, and whether any immediate concern requires escalation.]

Recommended next steps

- [Recommended action, responsibility or monitoring point]
- [Recommended action, responsibility or monitoring point]
- [Recommended action, responsibility or monitoring point]
- [Recommended action, responsibility or monitoring point]

Photographic record and folder structure

Photographs should be retained in clearly named folders appropriate to the property, for example: External; Keys; Meters; Living Room; Dining Room; Kitchen; Bathroom; Bedrooms or tenant rooms; and Maintenance/Issues. For an HMO, communal areas may be grouped before the individual tenant-room folders.

Assessor declaration

I confirm that this report records the readily accessible conditions observed and the information made available during the inspection. It should be read with the accompanying photographic record and any subsequent instructions or actions issued by the landlord or managing agent.

Assessor	Edmund Platt
Inspection date	[DD Month YYYY]
Signature	
Client / managing agent	[Name]
Date issued	[DD Month YYYY]

Prepared by Edmund Platt

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