

McPHAIL & SONS

PROPERTY INSPECTIONS & REPORTS

WELCOME TO

McPHAIL & SONS

PROPERTY INSPECTIONS & REPORTS

Clear evidence. Less time away from the office. We are establishing a local inspection service for property professionals who need scheduled visits and dependable, factual reporting.

WHAT WE OFFER

Our proposed services cover vacant-property visual checks, mid-tenancy condition inspections and scheduled contractor attendance. We record observable conditions, take relevant photographs and identify matters needing further attention.

WHO IT IS FOR

Letting agents, managing agents, portfolio landlords and commercial property managers who would benefit from additional, locally arranged inspection capacity.

01

PLANNED VISITS

Property attendance with agreed scope and access.

02

PHOTO EVIDENCE

Clear location references and dated observations.

03

ACTION SUMMARY

Issues prioritised with suggested next steps.

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HOW WE WORK

SIMPLE TO BOOK. CLEAR TO ACT ON.

A straightforward process for busy property professionals.

01 INSTRUCT

Tell us the address, purpose of the visit and any specific concerns.

02 CONFIRM

Agree the appointment, access authority and inspection limitations.

03 ATTEND

We record visible conditions and relevant photographs in agreed areas.

04 REPORT

A PDF sets out observations, evidence and recommended next steps.

WHAT YOU RECEIVE

A concise summary of findings, exterior and interior visual checklists, numbered photographs, clear issue priorities and, where relevant, a record of client notifications. A blank report template is included in the extended pack to demonstrate the format.

INSPECTION SCOPE

Checks are limited to agreed, safely accessible areas. They are not building surveys or technical safety tests. Appointments require authorised access and suitable insurance and working arrangements before client work begins.

To discuss a trial visit: please reply to the email accompanying this pack.

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PROPERTY INSPECTIONS & REPORTS

Professional property visits. Clear photographic reporting.

SERVICES & PRICES

Vacant Property Inspection — FROM £55

- Scheduled property visit and agreed access
- Visual checks of accessible rooms and exterior
- Visible damage, leaks and signs of unauthorised entry
- Dated photographs and written findings report
- Issues identified with recommended next steps

Mid-Tenancy Condition Inspection — FROM £65

- Pre-arranged visit with appropriate access permission
- Visual property condition observations
- Visible maintenance concerns recorded
- Dated photographic evidence
- Professional PDF report

Contractor Attendance — FROM £60

- Attendance for up to one hour
- Access for authorised contractors, where agreed
- Before-and-after photos where applicable
- Record of observations and work reported as completed
- Written visit summary

REGULAR PROPERTY INSPECTION CONTRACTS

Scheduled weekly, fortnightly or monthly visits for property managers, landlords and commercial clients.

OUR SERVICE COMMITMENT

Clear photographs · Factual reporting · Scheduled appointments · Action priorities · Reports normally issued by the next working day

Prices are provisional starting rates for standard local residential properties. Larger properties, extended visits and specialist requirements are quoted separately. Inspections are visual only and do not constitute structural surveys or safety certification.

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SAMPLE DOCUMENT

VACANT PROPERTY INSPECTION REPORT

The following pages show the blank report template used to record a scheduled visual inspection.

This is not a completed inspection. Property details, findings, dates and photographs are placeholders. For a real instruction, the report is completed with specific observations and supporting evidence before being issued to the client.

REPORT CONTENT

Summary · Exterior and interior checks · Issue priorities · Photo references · Notification and sign-off

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VACANT PROPERTY

VISUAL INSPECTION REPORT

Scheduled visit / Photographic findings / Clear actions

PROPERTY [Full property address & postcode]	**REPORT REFERENCE** [MS-YYYY-0001]
INSTRUCTING CLIENT [Name / organisation]	**VISIT DATE AND TIME** [DD/MM/YYYY | 10:00-10:40]
INSPECTOR [Name]	**REPORT ISSUED** [DD/MM/YYYY | HH:MM]

AT A GLANCE

VISIT OUTCOME	URGENT	ACTION REQUIRED	NOT INSPECTED
[No apparent concern / Findings / Urgent]	**[0]**	**[0]**	**[0]**

FINDINGS IN PLAIN ENGLISH

[Two or three sentences stating what was found, including where and how serious. If no issue, say "No apparent issue was observed in the accessible areas checked".]

ACTIONS FOR THE CLIENT

PRIORITY	ISSUE ID / LOCATION	RECOMMENDED NEXT STEP
[Urgent / Action]	[I01 - Location]	[Short specific next step]
[Action / Routine]	[I02 - Location]	[Short specific next step]

URGENT CONTACT / ESCALATION

[If urgent: who was contacted, when, method and outcome. If none: "No urgent matter requiring notification was identified during this visit."]

INSPECTION SCOPE

Limited, non-invasive visual check of the accessible areas agreed with the client, at the time of the visit. No building systems were tested or certified. This is not a structural survey or guarantee of property condition.

TEMPLATE NOTE: Replace all [square-bracket] text; delete unused issue rows/pages and ensure photographs and references match before issuing a final client copy.

01 ATTENDANCE & EXTERIOR

Record what was authorised, what could actually be seen, and why any area was not inspected.

VISIT AUTHORITY AND CONDITIONS

INSTRUCTION / REFERENCE [Reference, scope and person authorising visit]	**ENTRY / KEYS** [Authorised access method; no key code in report]
OCCUPANCY [Appears vacant / Occupied / Uncertain]	**VISIT CONDITIONS** [Weather, lighting, safety limitations]
AREAS EXCLUDED [List, or None]	**OTHERS PRESENT** [None / Name and role]

EXTERIOR VISUAL CHECKLIST

AREA / CHECK	RESULT	OBSERVATION / ISSUE OR PHOTO ID
Approach, paths and external trip hazards	[Select result]	[Observation / I## / P##]
Front and rear boundaries, fences, gates	[Select result]	[Observation / I## / P##]
External walls, visible damage or cracking	[Select result]	[Observation / I## / P##]
Roofline and gutters from accessible ground	[Select result]	[Observation / I## / P##]
External doors and frames - visible condition	[Select result]	[Observation / I## / P##]
Glazing, accessible windows and frames	[Select result]	[Observation / I## / P##]
External waste, garden and signs of pests	[Select result]	[Observation / I## / P##]
Signs of forced entry / visible vandalism	[Select result]	[Observation / I## / P##]
Visible security concerns at entry points	[Select result]	[Observation / I## / P##]

RESULT KEY Satisfactory = No apparent issue | Issue found = Finding recorded | Not inspected = No view | Not applicable = Not present

For Issue found: include a factual note and photo/issue reference. For Not inspected: give the reason.

EXTERIOR OBSERVATIONS / ACCESS LIMITATIONS

[Summarise any relevant findings, issue IDs, photographic references and reasons an area was not viewed.]

02 INTERIOR & VISIBLE SERVICES

Visual observations only - no dismantling, energising equipment, specialist testing or diagnosis.

INTERIOR BY LOCATION

AREA / CHECK	RESULT	OBSERVATION / ISSUE OR PHOTO ID
Entrance, hall and circulation spaces	[Select result]	[Observation / I## / P##]
Living / dining areas	[Select result]	[Observation / I## / P##]
Kitchen surfaces, cupboards and floor	[Select result]	[Observation / I## / P##]
Bedroom 1	[Select result]	[Observation / I## / P##]
Bedroom 2	[Select result]	[Observation / I## / P##]
Other bedrooms / reception rooms (specify)	[Select result]	[Observation / I## / P##]
Bathrooms and WCs	[Select result]	[Observation / I## / P##]
Stairs, landing, built-in storage	[Select result]	[Observation / I## / P##]
Garage, loft, cellar (only if safe and agreed)	[Select result]	[Observation / I## / P##]

RESULT KEY Satisfactory = No apparent issue | Issue found = Finding recorded | Not inspected = No view | Not applicable = Not present

For Issue found: include a factual note and photo/issue reference. For Not inspected: give the reason.

VISIBLE ISSUES / EQUIPMENT PRESENCE

AREA / CHECK	RESULT	OBSERVATION / ISSUE OR PHOTO ID
Visible leaks, standing water, water staining	[Select result]	[Observation / I## / P##]
Damp-like marks, mould-like deposits or odours	[Select result]	[Observation / I## / P##]
Electrical fittings: visual damage only	[Select result]	[Observation / I## / P##]
Heating and pipework: visible condition only	[Select result]	[Observation / I## / P##]
Alarms: visible presence only, not tested	[Select result]	[Observation / I## / P##]
Waste, pests, unsecured objects or hazards	[Select result]	[Observation / I## / P##]

INTERIOR OBSERVATIONS AND NON-ACCESS

[Identify any restricted rooms, visible concerns and numbered evidence photos. Do not describe untested equipment as working.]

03 DETAILED FINDINGS & EVIDENCE

One clear observation per issue. Use consistent I## and P## references; duplicate this page if required.

ISSUE DETAILS WITH SUPPORTING PHOTOGRAPHS

I01 | [URGENT / ACTION / ROUTINE]

LOCATION
[Specific room / exterior location]

WHAT WAS OBSERVED
[Describe visible facts, size, extent, signs - avoid guessing a cause]

SUGGESTED CLIENT ACTION
[Prompt inspection / repair by appropriate person]

STATUS
[Client informed / Awaiting instruction / Routine record]

P01 [INSERT ISSUE PHOTO]

[Caption identifying the defect]

I02 | [URGENT / ACTION / ROUTINE]

LOCATION
[Specific room / exterior location]

WHAT WAS OBSERVED
[Describe visible facts, size, extent, signs - avoid guessing a cause]

SUGGESTED CLIENT ACTION
[Prompt inspection / repair by appropriate person]

STATUS
[Client informed / Awaiting instruction / Routine record]

P02 [INSERT ISSUE PHOTO]

[Caption identifying the defect]

PRIORITY DEFINITIONS

PRIORITY	HOW TO HANDLE
URGENT	Visible circumstances indicate a possible immediate hazard, active loss or serious security concern. Notify the client promptly and follow the agreed escalation procedure.
ACTION	A defect or condition requires timely professional assessment or repair; no immediate danger apparent from this visual visit.
ROUTINE	An observation or routine maintenance matter for planned attention or record only.

An issue priority is a practical reporting judgement, not a technical diagnosis or statutory compliance assessment.

04 PHOTO RECORD

Add contextual overview photographs and close-ups that help the client understand the property condition.

PHOTOGRAPHS - DUPLICATE OR DELETE AS NEEDED

P03 [INSERT PHOTO] [Area: / Shows: / Issue ID if relevant:]	**P04 [INSERT PHOTO]** [Area: / Shows: / Issue ID if relevant:]
P05 [INSERT PHOTO] [Area: / Shows: / Issue ID if relevant:]	**P06 [INSERT PHOTO]** [Area: / Shows: / Issue ID if relevant:]

PHOTOGRAPHIC EVIDENCE NOTES

Use photos to support factual written observations. Label each image P01, P02, etc., cross-reference the related issue ID, and keep the original securely. Do not include unnecessary photographs of personal documents or possessions.

05 DEPARTURE, NOTIFICATION & SIGN-OFF

Record how the property was left, any contacts made and matters that remain unresolved.

DEPARTURE CONFIRMATION

AREA / CHECK	RESULT	OBSERVATION / ISSUE OR PHOTO ID
Main entrance secured as authorised	[Select result]	[Observation / I## / P##]
Other accessible external doors left as instructed	[Select result]	[Observation / I## / P##]
Accessible windows left as instructed	[Select result]	[Observation / I## / P##]
Keys returned / retained in agreed custody	[Select result]	[Observation / I## / P##]
Utilities, lights and heating left as instructed	[Select result]	[Observation / I## / P##]
Outstanding safety or access concerns reported	[Select result]	[Observation / I## / P##]

RESULT KEY Satisfactory = No apparent issue | Issue found = Finding recorded | Not inspected = No view | Not applicable = Not present

For Issue found: include a factual note and photo/issue reference. For Not inspected: give the reason.

CLIENT NOTIFICATION LOG

ISSUE	WHEN / HOW	PERSON / RESPONSE	NEXT STEP
[I01 / None]	[Date/time, call/email]	[Person, answer / no reply]	[Action requested or pending]
[I02 / None]	[Date/time, call/email]	[Person, answer / no reply]	[Action requested or pending]

FINAL CONCLUSION

[One short factual paragraph: property left as instructed; issue IDs; restricted areas; what the client was told; any further visit recommended.]

REPORT LIMITATIONS AND INTENDED USE

This report records visible conditions in safely accessible, instructed areas at the date and time shown. It is not a building survey, valuation, fire-risk assessment, electrical or gas certificate, or test of alarms, heating, plumbing or drainage. Concealed defects, inaccessible areas and changes after the visit may not be apparent. "Satisfactory" means no issue was visually apparent during this limited check, not that the item is defect-free. Any specialist concern should be assessed by a competent specialist. Prepared for the instructing client, subject to agreed terms; third parties should not rely on it without permission.

INSPECTOR / PREPARED BY	REPORT ISSUE DATE
[Name]	[DD/MM/YYYY - HH:MM]
CLIENT RECIPIENT	**REPORT STATUS**
[Name / organisation]	[Final / Revised]

McPhail & Sons Property Inspections & Reports | [Business email] | [Telephone]