SITE survey. APP

SITE SURVEY REPORT

Vacant Property Inspection

Prepared for	Fernhill Estates Ltd
Date	14 Oct 2026
Site	12 Bellhouse Street, Wakefield
Prepared by	C. Hill

FORM

Vacant Property Inspection

1. Property

Project	12 Bellhouse Street, Wakefield: weekly unoccupied inspection (completed example)
Client	Fernhill Estates Ltd
Site	12 Bellhouse Street, former lettings office
Site address	12 Bellhouse Street, Wakefield WF1 5QT
Inspection date	14 Oct 2026
Inspected by	C. Hill, Hill Property Services
Your position at the property (GPS)	Front door · 53.672140, -1.493860 (SE 33535 19637, ±6 m)
Empty since	30 Jun 2026
Days empty	106
Insurer and policy number	Elmside Insurance, unoccupied property policy UNH-204417
Inspection interval in the policy	Every 7 days
Date of the last inspection	7 Oct 2026
Days since the last inspection	7

> Financial Ombudsman Service: most home insurance policies stop covering things like theft, malicious damage and escape of water once a home has been unoccupied for a set period, usually 30 or 60 days. Some policies keep cover if conditions are met, such as regular inspections and, in winter, draining the water system or keeping the heating on at a minimum temperature. Check the policy wording.

2. Outside and security

Doors and locks secure	OK
Windows and boarding intact	Defect
What is wrong?	Lower pane of the side light next to the front door cracked from an impact, glass still in the frame. Taped and boarded inside today.
No signs of entry or squatting	OK
Roof, gutters and downpipes	OK
No rubbish or fly-tipping	Defect

What is wrong?	Five black sacks and loose bottles dumped beside the bins at the side passage since last week.
Garden and boundaries	Defect
What is wrong?	Fence panel blown down at the back of the garden, rear garden now open from the next plot. Garden badly overgrown.
Outside: defects found	3

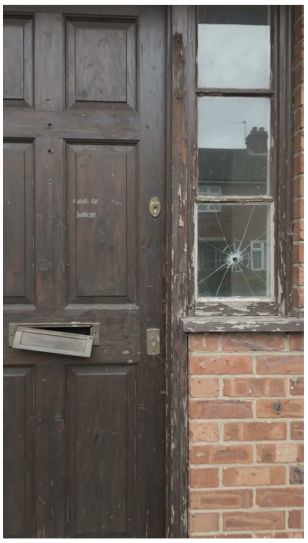
3. Inside

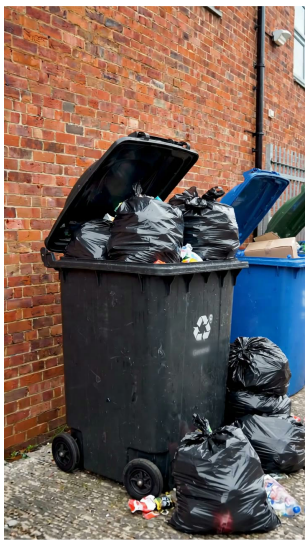
Water system	Drained and water off at the mains
No leaks or water damage	OK
No damp or mould	Defect
What is wrong?	Brown stain about 400 mm across in the ceiling corner of the first floor back office, plaster flaking below it. Not there on 7 October. Wall is outside under the eaves.
No pests	OK
Intruder alarm working	OK
Defects found on this visit	4

> Each defect needs an action with an owner and a due date on the next page. Tell the insurer about any break-in, escape of water or damage, as the policy requires.

Post and free papers removed?	Yes
Electricity reading	14872
Gas reading	Supply capped, no meter on site

Photos (each room, meters, any issues)









4. Actions and sign-off

Are further actions needed?	Yes

Further actions 1: Make the cracked side light safe: tape the pane and fix ply over it inside.

What needs doing?	Make the cracked side light safe: tape the pane and fix ply over it inside.
Who will do it?	C. Hill
Due date	14 Oct 2026
Status	Completed

Further actions 2: Replace the cracked side light pane with a laminated unit.

What needs doing?	Replace the cracked side light pane with a laminated unit.
Who will do it?	Fernhill Estates Ltd (glazier)
Due date	24 Oct 2026
Status	In progress

Further actions 3: Clear the dumped sacks from the side passage and report the fly-tip to the council.

What needs doing?	Clear the dumped sacks from the side passage and report the fly-tip to the council.
Who will do it?	Fernhill Estates Ltd
Due date	17 Oct 2026
Status	Open

Further actions 4: Roofer to check the eaves, gutter and roof edge above the first floor back office for the source of the new ceiling stain.

What needs doing?	Roofer to check the eaves, gutter and roof edge above the first floor back office for the source of the new ceiling stain.
Who will do it?	Fernhill Estates Ltd (roofer)
Due date	21 Oct 2026
Status	Open

Further actions 5: Re-fix the fallen rear fence panel so the garden is closed off again.

What needs doing?	Re-fix the fallen rear fence panel so the garden is closed off again.

Who will do it?	Fernhill Estates Ltd (handyman)
Due date	21 Oct 2026
Status	Open
Actions still open	4
Inspector name	C. Hill, Hill Property Services
Position or company	Inspector, Hill Property Services
Inspector signature	

Signing records what was found on the day. It does not replace a specialist survey, test or repair by a competent person.