# Void Property Inspection

Room-by-room void inspection before re-letting: condition, safety checks, works required and keys / meter readings.

## Property

| | |
|---|---|
| **Property address *** | |
| **Property reference** | |
| **Inspection date *** | _____ / _____ / _____ |
| **Inspector *** | |
| **Inspection stage *** | ☐ Pre-void ☐ Void start ☐ Post-works / ready to let |
| **Electricity meter reading** | |
| **Gas meter reading** | |
| **Water meter reading** | |
| **Number of keys** | |

## Safety checks

| Item | OK | Action required | N/A |
|---|---|---|---|
| Gas safety check required / completed * | ☐ | ☐ | ☐ |
| Electrical (EICR) required / completed * | ☐ | ☐ | ☐ |
| Smoke alarms fitted and working * | ☐ | ☐ | ☐ |
| CO alarms fitted and working * | ☐ | ☐ | ☐ |
| Asbestos survey checked * | ☐ | ☐ | ☐ |
| Signs of damp or mould * | ☐ | ☐ | ☐ |
| Signs of pest infestation * | ☐ | ☐ | ☐ |
| Water system flushed * | ☐ | ☐ | ☐ |

## Rooms

| Room * | Condition * | Works required | Trade | Room photo |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

| Room * | Condition * | Works required | Trade | Room photo |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

## Sign-off

| | |
|---|---|
| **Ready to let? *** | ☐ Yes ☐ No |
| **Additional comments** | |
| **Inspector name *** | |
| **Inspector signature *** | |
| **Date signed *** | _____ / _____ / _____ |

* Required