

Weekly Property Inspection Report

Winter Property Management | Visit 6 of the season | Monday 7 December 2026

SAMPLE REPORT. This shows what you receive every week. The client, property and findings below are fictional. Your own report carries your photos, your videos and your property's real findings.

Client and visit details

Client	Mr & Mrs Harper (sample)	Report ref	PM-2026-W06
Property	4-bed villa with pool, Lapta, Kyrenia	Visit	Monday 7 Dec 2026, visit 6 of the season
Owner location	United Kingdom, returning in April	Arrived / left	09:40 / 10:55 (75 minutes on site)
WhatsApp	+44 7700 900123	Weather	Heavy overnight rain (about 28 mm), 17°C, gusty north-west wind
Email	harper@example.com	Inspected by	365 Build & Design inspection team
Service plan	Weekly Management, villa with pool	Report sent	Monday 7 Dec, 11:12 by WhatsApp and email

This week at a glance

27	21	4	2
checks completed	all clear	jobs fixed or changed on site	flagged to you

Overall condition: GOOD. Four small jobs were done on the spot and are covered by the monthly fee. One item needs your decision: a damp patch on the utility room ceiling after last night's rain.

Your videos, photos and message

VIDEO 1	Exterior, garden and roof walk-round	2 min 14 s	Watch video
VIDEO 2	Inside the villa: windows, doors, ceilings	3 min 02 s	Watch video
VIDEO 3	Pool, terrace drain and roof tile repair	1 min 38 s	Watch video
PHOTOS	Full photo set, numbered with locations	31 photos	View photo album
WHATSAPP	The message sent to you on the day	11:12	Open WhatsApp

In a live report these links open your own videos, photos and WhatsApp thread. The links here are examples.

Weekly inspection checklist

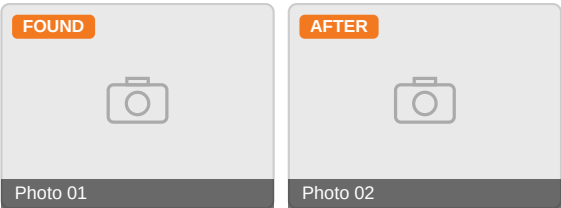
Every visit follows the same checklist, inside and out. Each line is ticked off on site and logged with a photo where it matters.

Check	Result	Note
GARDEN AND EXTERIOR		
Gates and boundary secure	ALL CLEAR	Gate latched, no storm damage
Terraces, paths and garden drains clear	FIXED	Terrace drain cleared, leaves swept (job 2)
Pergola and outdoor furniture secure after wind	ALL CLEAR	Nothing has moved
Irrigation switched off for winter, no leaks	ALL CLEAR	Valves closed, no wet patches
External and security lighting working	FIXED	Front light bulb replaced (job 4)
POOL		
Water level and clarity	ALL CLEAR	Level normal, water clear
Skimmer basket and pump area clear	ALL CLEAR	A few leaves removed
Pool surround, coping and tiles	ALL CLEAR	No loose coping, no ponding after rain
Ladder, cover and fixtures secure	ALL CLEAR	All secure
ROOF AND GUTTERS		
Roof tiles in place	FIXED	One tile re-bedded on south slope (job 3)
Gutters and downpipes clear	ALL CLEAR	Flowing freely in the rain
Roof terrace outlets and falls	ALL CLEAR	Outlets clear, no ponding left
Parapets and upstands	ALL CLEAR	No lifted membrane seen
Solar heater and fixings	ALL CLEAR	Secure after the wind
WINDOWS AND DOORS		
All windows closed and latched	FIXED	Guest bedroom window closed (job 1)
Sliding patio doors close and lock	ALL CLEAR	Smooth, seals intact
Front and back doors secure	ALL CLEAR	Locked, no sign of forced entry
Frames, seals and sills	ALL CLEAR	No water at the sills
Shutters and blinds	ALL CLEAR	Secure
WALLS AND CRACKING		
External walls, new cracks	ALL CLEAR	None found
Hairline crack above living-room patio door	MONITOR	0.5 mm, logged (job 5)
Render hollow, flaking or rust staining	ALL CLEAR	None seen
Balcony soffit and slab edges	ALL CLEAR	No staining or spalling
LEAKS AND DAMP		
Ceilings, stains or drips	YOUR DECISION	Utility room damp patch (job 6)
Walls around windows and doors	ALL CLEAR	Dry
Under sinks and WCs	ALL CLEAR	Dry, no leaks
Closed rooms, damp smell or mould	ALL CLEAR	Fresh, no mould

Visual, non-intrusive inspection carried out on the day of the visit. It is not a structural survey.

What we found, what we repaired, what we changed

Six items this week. Jobs 1 to 4 were fixed on site and are included in the monthly fee. Jobs 5 and 6 are flagged to you.

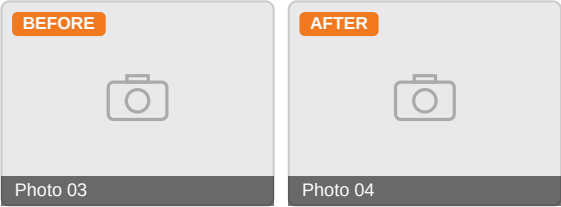


1. Guest bedroom window left open [FIXED]

Found: Window open about 3 cm. Rain had reached the sill and a little water was on the floor tiles.

What we did: Closed and latched the window, mopped the floor, checked the curtains and frame were dry.

Cost: Included in your monthly fee.

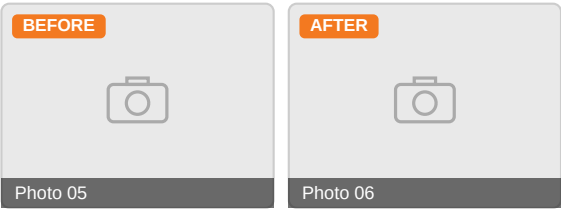


2. Terrace drain blocked with leaves [FIXED]

Found: Pine needles and leaves had blocked the terrace drain. Water was ponding about 2 cm deep after the overnight rain.

What we did: Cleared the drain and gully, tested the flow with a bucket of water, swept the terrace and bagged the debris.

Cost: Included in your monthly fee.

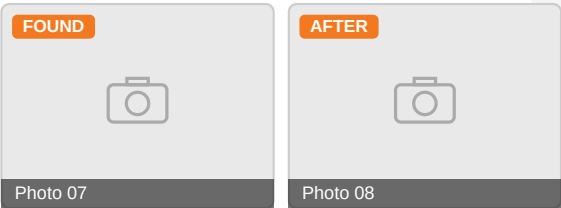


3. Roof tile slipped [FIXED]

Found: One tile on the south slope had slipped about 4 cm and the edge was lifting in the wind.

What we did: Re-bedded and secured the tile, then checked the tiles either side and the ridge line.

Cost: Included in your monthly fee.



4. Front security light not working [CHANGED]

Found: The bulb on the front-door security light had blown, leaving the entrance dark at night.

What we did: Replaced the bulb and tested the light and sensor. Both working.

Cost: Included in your monthly fee.



5. Hairline crack above living-room patio door [MONITOR]

Found: Fine diagonal crack from the top corner of the frame, 0.5 mm wide. Cosmetic at this size.

What we did: Measured with a crack gauge at the same pencil mark as every visit, photographed with a scale, and added to the monitoring log (page 4). No repair needed.

Cost: Nothing to pay. We will re-measure next week.



6. Damp patch on utility room ceiling [ATTENTION]

Found: A damp patch about 25 cm across on the utility room ceiling, new since last week and linked to last night's rain. Moisture meter reading raised.

What we did: Photographed and measured it, checked the outlets on the roof terrace above were clear, and messaged you straight away. We think water is getting in at the terrace above. We recommend a closer look at the membrane and upstand.

Cost: Not part of the monthly fee. We can quote for an inspection and repair on request.

Video and photo highlights



Exterior, garden and roof
[Watch video](#)



Inside the villa
[Watch video](#)



Pool, drain and roof tile
[Watch video](#)



Photo 01
Guest window, as found



Photo 03
Terrace drain, before



Photo 05
Roof tile, before

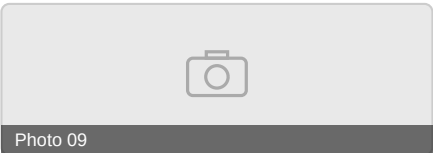


Photo 09
Crack gauge, living room

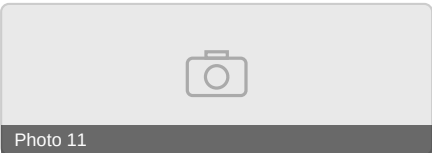


Photo 11
Utility room ceiling

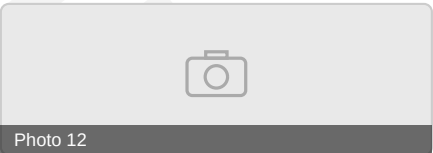


Photo 12
Moisture meter reading

Photos are numbered and tied to the location in the villa, so you always know exactly where each one was taken. [View the full album.](#)

Crack monitoring log

Hairline crack above the living-room patio door, measured at the same pencil mark every visit.

Visit	1	2	3	4	5	6
Date	2 Nov	9 Nov	16 Nov	23 Nov	30 Nov	7 Dec
Width	0.4 mm	0.4 mm	0.4 mm	0.5 mm	0.5 mm	0.5 mm

Under 1 mm and steady. We keep measuring through the wet season and will tell you straight away if it changes.

The message you receive

365 Build & Design

Hi Mr & Mrs Harper, your weekly check at the villa in Lapta is done.

Overall: **good**. 4 small jobs fixed on the spot, 1 item needs your decision.

Fixed: guest window closed, terrace drain cleared, roof tile re-bedded, front light bulb replaced.

Your decision: damp patch on the utility room ceiling after last night's rain. We think it's coming from the roof terrace above. Photos attached, happy to quote for an inspection.

Full report: [PDF report](#) Videos: [watch](#) Photos: [album](#)

Next visit: Monday 14 December. Reply here any time.

Mon 7 Dec, 11:12

Next visit: Monday 14 December 2026

We are watching: the living-room crack (0.5 mm), the utility room ceiling after more rain, and the roof tile and terrace drain we fixed today, as more storms are forecast.

Waiting on you: whether you would like a quote for a closer look at the roof terrace above the utility room.

Your villa, looked after while you're away

Heavy rain and storms are on the way. Is anyone looking at your villa?

Winter is when empty properties get into trouble in North Cyprus. A window left open, a drain blocked with leaves, a loose roof tile, a crack that wasn't there in September. With nobody around to notice, a small problem sits for weeks and turns into an expensive one by the time you land.

So we do it for you. Once a week we visit your property, walk it inside and out and carry out a full audit. You get photos, video and a written report by WhatsApp and email, so you see exactly what we see.

What we check every week	What you receive
Garden	Photos of every visit, numbered by location
Pool	Video walk-round of the property
Windows and doors	A written report with a full checklist
Roof tiles, gutters and drains	Delivered by WhatsApp and email
Walls and cracking	Next visit date and what we are watching
Leaks and damp	

Fixed on the spot, included in your monthly fee	Reported to you straight away
A window left open	Cracks
Leaves blocking drains	Roof problems
Roof tiles slipped or fallen	Leaks
Small bulb and similar minor jobs	Wall damage
	Photographed and reported so you decide what happens next

How it works

1**Tell us about your property**

Send us the location, whether it has a pool, and when you will be away.

2**We start weekly visits**

One visit a week, a full audit each time, small jobs sorted as we go.

3**You get your report**

Photos, video and a written report every week, by WhatsApp and email.

A small monthly fee, and no surprises when you get back. Your home and your investment kept safe and managed.

NHBC certified | 40 years of UK experience | Registered North Cyprus company | Fully English-speaking team | 5-star rated on Google

Set up weekly visits before the first storm

WhatsApp: wa.me/905428833240 Call: +90 542 883 3240 Web: 365bulldesign.com