

# Unoccupied Property Inspection

Unoccupied properties represent an increased risk for many insurers and therefore when a property becomes unoccupied, there will be policy conditions governing what you need to do. You will likely be required to notify insurers of the unoccupancy as well as a requirement for you to carry out some basic checks on a regular basis.

This form is designed to assist you with the most likely requirements, but you should check that your policy to see if this checklist suits your policy conditions.

Date of inspection:			
Internal		External	
Check the water is turned off at the main or if still on that the thermostat for the heating is set above freezing temperatures.		<b>Yes</b>	<b>No</b>
Security and Fire alarm was set, is functioning as expected.		<b>Yes</b>	<b>No</b>
Combustible material, like rubbish, is stored safely and securely:		<b>Yes</b>	<b>No</b>
Any evidence of antisocial or malicious activity (i.e graffiti, broken windows, external fires) Any outstanding property maintenance which is required?			
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The building is sound (no leaks, damage to building like broken windows).		<b>Yes</b>	<b>No</b>
Electrics are switched off (unless there is agreement to keep this on and/or required for alarm systems).		<b>Yes</b>	<b>No</b>

Drains check to ensure they are not blocked? (where possible)	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Evidence of pests (rodents/wasps)	<b>Yes</b>	<b>No</b>	
Check for tampering signs, access points are secure and locks are still working.	<b>Yes</b>	<b>No</b>	
Check & secure letter box points (please check if there is a policy condition that these need to be boarded up).	<b>Yes</b>	<b>No</b>	
Any photo's taken?	<b>Yes</b>	<b>No</b>	
Date of next inspection:			
Narrative on any remedial action (boarding up windows, call a tradesman).			