



Every three months, from whoever looks after your flat

Quarterly flat report template

"Sab theek hai" isn't a report. Ask whoever looks after your flat to fill this in every three months.

PROPERTY

Address (area only on shared copies) _____

Owner _____ Inspected by _____

Date and time of visit _____

Photo rules: at least 20 photos, each with the date showing; every ceiling; every bathroom; under every sink; every meter; anything new since the last report.

1. ROOMS

For each room: condition (good / needs attention / urgent), photo numbers, notes

ROOM	CONDITION	PHOTO NOS	NOTES

2. LEAKS AND DAMP

Ceilings, walls near windows and bathrooms, under sinks: any damp, stains or fungus? Photo numbers

WHERE	DAMP, STAINS OR FUNGUS?	PHOTO NOS

3. METERS

Electricity, water and gas readings, with photos

METER	READING	PHOTO NO

4. DUES AND PAYMENTS

Society maintenance, special charges, property tax, utilities: amount, paid or due, receipt attached?

ITEM	AMOUNT	PAID OR DUE	RECEIPT ATTACHED?

5. TENANT (IF RENTED)

Rent received each month and date, TDS deducted (yes/no), agreement end date, any complaints or issues

Rent received (month and date) _____

TDS deducted (yes/no) _____ Agreement end date _____

6. SOCIETY

Any new notices, AGM or SGM dates, decisions or charges affecting the flat

7. REPAIRS NEEDED

Issue, urgency, quote 1, quote 2, recommendation, owner approval (yes/no and date)

ISSUE	URGENCY	QUOTE 1	QUOTE 2	RECOMMENDATION	OWNER OK (Y/N, DATE)

8. NEXT VISIT

Date of next inspection; anything to check specifically

Date of next inspection _____

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General education only, not legal or tax advice.