

ASSET GUARD · SAMPLE VISIT REPORT

Sample Asset Guard visit report

This is the report an owner receives the same day as every scheduled visit while they are away. Every room walked and photographed with the time, the water meter read and compared with the last visit, and everything recorded exactly as found.

Visit details

SAMPLE

Property	Example apartment, Larnaca	Owner	A. Example
Visit date	Tuesday 3 November 2026	Visit type	Scheduled visit, owner away
Time in	10:05	Time out	10:42
Team member	L&L 04	Key tag	Tag 0417
Previous visit	Tuesday 6 October 2026	Report sent	Tuesday 3 November 2026, 11:20

Summary: All areas walked. No issues observed beyond one item recorded for recheck (bathroom ceiling corner, below).

Urgent findings: none on this visit. An urgent finding is phoned to you before our team member leaves the property.

Keys

Key set collected 09:40 and returned 11:05, the same day. The set carries an anonymous numbered tag only, with no address or name on it, and the link between tag 0417 and this property exists only in our own records. Every collection and return is recorded under our Keyholding Protocol.

Outside the property

- ✓ Front door found closed and locked as left. No signs of attempted entry. *(Photos 01, 03)*
- ✓ Windows, shutters and balcony door found closed and locked as left.
- ✓ Balcony: dry, no standing water observed. Furniture as left. *(Photo 04)*
- ✓ Building exterior, as seen from ground level: no visible damage or water staining.
- ✓ Post and deliveries at the door: none on arrival.

Inside: every room walked

ROOM	RECORDED	OBSERVED, AS FOUND	PHOTOS
Hallway	Dry	Dry. No odour. Everything as left.	05
Kitchen	Dry	Dry under the sink and around the appliances. No pooling. No odour.	06
Living room	Dry	Dry. No water staining observed on walls or ceilings. Shutters closed as left.	07
Bedroom 1	Dry	Dry. No musty smell. Everything as left.	08
Bedroom 2	Dry	Dry. No musty smell. Everything as left.	09
Bathroom	Staining	Floor and surfaces dry. Small area of staining in the ceiling corner, dry to look at and matching the Baseline Visit photo. Photographed wide and close. Marked for recheck on the next visit.	10, 11, 12

Each room is recorded as found: dry, damp, staining, odour, signs of entry, or anything out of place. Anything that is not urgent is photographed wide and close, and marked for recheck on the next visit.

Water meter

THIS VISIT

00482.11

LAST VISIT, TUESDAY 6 OCTOBER

00482.11

MOVEMENT

0.00 m³

Photographed on arrival and again on leaving (*Photos 02, 13*). The reading matches the last visit. In an empty home the meter should stay still between visits, so a moving reading is the earliest warning of a hidden leak, and we treat it as urgent and phone you from the property.

Photographs

14 photographs, each stamped with the date and time. On a real report these are the photographs taken on the day.


SAMPLE PHOTO

Photo 01 · Front of property on arrival · 10:05


SAMPLE PHOTO

Photo 02 · Water meter · 10:07


SAMPLE PHOTO

Photo 03 · Front door and lock · 10:09


SAMPLE PHOTO

Photo 04 · Balcony · 10:11


SAMPLE PHOTO

Photo 05 · Hallway · 10:14


SAMPLE PHOTO

Photo 06 · Kitchen, under the sink · 10:17


SAMPLE PHOTO

Photo 07 · Living room · 10:21


SAMPLE PHOTO

Photo 08 · Bedroom 1 · 10:25



SAMPLE PHOTO

Photo 09 · Bedroom 2 · 10:28



SAMPLE PHOTO

Photo 10 · Bathroom · 10:31



SAMPLE PHOTO

Photo 11 · Bathroom ceiling corner, wide · 10:32



SAMPLE PHOTO

Photo 12 · Bathroom ceiling corner, close · 10:32



SAMPLE PHOTO

Photo 13 · Water meter on leaving · 10:38



SAMPLE PHOTO

Photo 14 · Front door on leaving · 10:41

Leaving the property

- ✓ Windows and doors confirmed closed and locked on leaving.
- ✓ Property left exactly as found. (*Photo 14*)
- ✓ Next scheduled visit: **Tuesday 1 December 2026**. The bathroom ceiling corner will be photographed again and compared with today.

We observe and report, so you always know how your home was found.

Any work is arranged by you with your own trades.