

Defect report for a new home

Fictional example. Dates and details illustrate the process. Contact details are illustrative and cannot receive reports.

Describe one observation and attach the photos that help explain it. Send this report to your developer through their usual reporting channel. Keep a copy for your records.

Report title Give the report a short, descriptive title.	Cracked kitchen floor tile
Development, if known Use your developer's development name.	Example development
Home address and reference Include the address and the home or apartment reference used by your developer.	Apartment 12. Address omitted from this fictional example.
Your name The person the developer should contact about this report.	Example homeowner
Contact email or phone Give the contact details your developer should use to reply.	owner@example.invalid
Room and exact location Name the room and the spot within it.	Kitchen, floor tile beside the doorway
When you first noticed it Give a date, or say if it is approximate or unknown.	14 September 2026
What you have noticed Describe what you can see and any changes you have observed.	A crack runs across the floor tile beside the kitchen doorway. I noticed it on 14 September 2026.
Date of this report Record the date you prepare the report.	14 September 2026
Existing case reference, if any For an update to an earlier report, use the reference your developer gave you.	Left empty: this example shows the first report.

Photos supporting your report

Report title	Cracked kitchen floor tile
Home reference	Apartment 12

Attach the original photo files when you send the report. Use this sheet to show what each file contains. You can insert photos in the editable document or list the filenames and attach them separately.

Photo 1: the location

Show enough of the room to identify the spot.

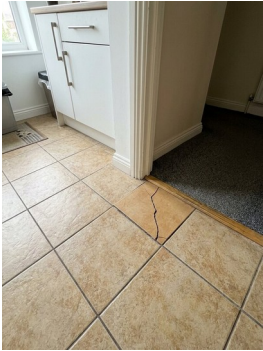
	Filename kitchen-doorway.jpg
	What this photo shows Floor tile beside the kitchen doorway

Photo 2: the detail

Show the observation described in the report.

	Filename kitchen-tile-detail.jpg
	What this photo shows Closer view of the crack

Additional photo, if useful

Add another view if it helps explain the observation.

	Filename
	What this photo shows

Send this report and its photos to your developer. Keep a copy of the version you send.