

Defect report for a new home

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.	
Development, if known Use your developer's development name.	
Home address and reference Include the address and the home or apartment reference used by your developer.	
Your name The person the developer should contact about this report.	
Contact email or phone Give the contact details your developer should use to reply.	
Room and exact location Name the room and the spot within it.	
When you first noticed it Give a date, or say if it is approximate or unknown.	
What you have noticed Describe what you can see and any changes you have observed.	
Date of this report Record the date you prepare the report.	
Existing case reference, if any For an update to an earlier report, use the reference your developer gave you.	

Photos supporting your report

Report title	
Home reference	

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
	What this photo shows

Photo 2: the detail

Show the observation described in the report.

	Filename
	What this photo shows

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.