

ONGOING PROPERTY RECORD

TS / 02 - KEEP THE HISTORY CURRENT



Report date: 31 August 2025
Ref: TS-0047-M06

01 BASELINE		02 MONITORING	03 CHECK-OUT
PROPERTY ADDRESS	45 Oakwood Drive, Reading, Berkshire, RG2 7QP	PROPERTY ID	TS-0047
LANDLORD	James Richardson	TENANT	Sarah Thompson
MONITORING CYCLE	Month 6 of 11	PREPARED BY	TenantShield - demonstration record

01 PROPERTY STATUS

GOOD No material deterioration	2 Open actions	1 Changed record	£215 Completed maintenance
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What needs attention

Hallway light attendance is booked for 05 September. Replacement blind is awaiting delivery. TS-0047-BTH-01 moved from Monitor to Action after a small sealant gap was observed.

02 RECORD STATUS - WHAT CHANGED

TS-0047-LIV-01

UNCHANGED

LOCATION	Living room / carpet
OBSERVATION	Baseline light wear remains visible; no new staining or deterioration.
EVIDENCE	Monitoring photo M12
NEXT / ACTION	Keep linked to baseline.

TS-0047-HAL-01

UNCHANGED

LOCATION	Hallway / stair wall
OBSERVATION	Scuffing appears materially unchanged from baseline.
EVIDENCE	Monitoring photo M21
NEXT / ACTION	No action required.

02 RECORD STATUS - CONTINUED

TS-0047-KIT-01

UNCHANGED

LOCATION	Kitchen / drawer
OBSERVATION	Original small chip remains; no extension of damage.
EVIDENCE	Monitoring photo M34
NEXT / ACTION	No action required.

TS-0047-BTH-01

ACTION

LOCATION	En-suite / sealant
OBSERVATION	Small gap now visible at bath edge; sealant should be renewed.
EVIDENCE	Monitoring photo M47
NEXT / ACTION	Quote and reseal by 15 Sep.

TS-0047-DRV-01

IMPROVED

LOCATION	Driveway
OBSERVATION	Weed growth reduced; small oil mark remains from baseline.
EVIDENCE	Monitoring photo M61
NEXT / ACTION	No further action currently.

03 ACTION TRACKER

Priority	Record / issue	Owner	Next step	Status
Amber	TS-0047-BTH-01 - sealant	Landlord / contractor	Quote and reseal by 15 Sep	Open
Amber	Hallway light intermittent	Electrician	Attend 05 Sep	Scheduled
Low	Living room blind mechanism	Supplier	Await replacement part	In progress

04 MAINTENANCE & COMMUNICATION RECORD

Date	Issue / event	Action	Outcome / next step
03 Aug	Kitchen tap dripping	Plumber replaced washer	Completed same day - £85
08 Aug	Living room blind	Replacement ordered	Awaiting delivery - £45 est.
12 Aug	Boiler annual service	Service completed	Operational - £130
20 Aug	Bathroom sink slow drain	Drain cleared	Resolved
28 Aug	Hallway light flickering	Electrician booked	Attend 05 Sep

05 PROPERTY RECORD TIMELINE

Date	Record event
15 Mar 2025	TS / 01 baseline created; five persistent Record IDs established.
15 Apr 2025	Monitoring review - no material condition changes.
15 Jun 2025	Baseline items reviewed; sealant remained on monitor.
03-28 Aug 2025	Repairs, service and light issue recorded.
31 Aug 2025	TS / 02 issued; one baseline record changed status.

Next review

15 September 2025. Verify sealant repair, hallway light attendance and blind delivery. Unresolved items remain visible in the next record rather than disappearing from the history.

Sample notice: all people, addresses and observations in this demonstration pack are fictional and provided only to show the TenantShield reporting approach.

PHOTO RECORD / EXAMPLE LAYOUT

TS / 02 | Demonstration property TS-0047

Blank placeholders - no photographs supplied. This page shows how photos and captions could sit alongside the report. All observations and stage dates below are fictional examples.

01 / ORIGINAL BASELINE

PHOTO PLACEHOLDER

No image included

Living room / carpet

Reference: Baseline photos 12-13

Stage date (fictional): 15 March 2025

Place the original doorway-wear image here for reference.

Linked record: TS-0047-LIV-01. Fictional starting condition: light wear; no staining noted.

02 / MONITORING VIEW

PHOTO PLACEHOLDER

No image included

Living room / carpet

Reference: Monitoring photo M12

Stage date (fictional): 31 August 2025

Use a similar viewpoint to make comparison with the baseline easier.

Fictional monitoring observation: wear remains visible, with no new staining or deterioration.

03 / ACTION TO FOLLOW UP

PHOTO PLACEHOLDER

No image included

En-suite / sealant

Reference: Monitoring photo M47

Stage date (fictional): 31 August 2025

Show the small sealant gap and enough of the bath edge to locate it.

Linked record: TS-0047-BTH-01. Fictional action: quote and reseal by 15 September; completion is not shown here.

How to read this sample

Photo references match the illustrative report; they are not links to an existing image bundle. A completed record would include the supplied photographs and their actual capture dates. Missing views or dates should remain clearly marked.