SNAGGING INSPECTION

New-build apartment, before handover

Development	Block or building
Apartment no. and floor	Parking bay and storage no., if any
Date and time of the inspection	Contract or reservation reference
Developer's representative (name, role)	Buyer (name)
Buyer's snagger or representative, if any (name)	Date of re-inspection

Meter readings and keys received

Item	Serial no. or quantity	Reading or note
Electricity		
Water		
Gas, if any		
Heating or cooling meter, if any		
Front door keys		
Fobs, cards or remotes		
Other		

Room-by-room checks

No.	What to check	OK	Snag, list no.
	ENTRANCE DOOR AND LOCKS		
1	Door and frame undamaged, door closes properly	☐	
2	Locks work and every key opens them	☐	
3	Hinges, handles and seals in place	☐	
	WALLS AND CEILINGS		
4	No cracks, chips or flaking	☐	
5	Paint even, with no stains or signs of damp	☐	
6	Corners and edges neat and undamaged	☐	

No.	What to check	OK	Snag, list no.
FLOORS AND SKIRTING			
7	No cracked, loose or hollow-sounding tiles or boards	☐	
8	Grout or joints complete and level	☐	
9	Skirting and thresholds fitted and undamaged	☐	
WINDOWS, DOORS AND BALCONY			
10	Glass and frames undamaged and clean	☐	
11	Windows open, close and lock; handles and seals work	☐	
12	No draughts or water ingress; sills intact	☐	
13	Balcony door, balustrade and floor finish secure	☐	
KITCHEN			
14	Units, worktops and doors aligned and undamaged	☐	
15	Sink and taps work, waste drains freely, no leaks under the sink	☐	
16	Fitted appliances work, where supplied	☐	
17	Extractor or ventilation works	☐	
BATHROOMS			
18	Bath or shower, basin and WC undamaged and firmly fixed	☐	
19	Taps, shower and flush work; hot and cold water at every outlet	☐	
20	No leaks at joints and traps; waste drains freely	☐	
21	Tiles, grout and sealant complete; extractor works	☐	
ELECTRICS			
22	Consumer unit / distribution board labelled; switches and breakers work	☐	
23	Sockets and switches work (check with a socket tester)	☐	
24	Lights, doorbell and intercom work	☐	
25	Smoke or heat alarms, where provided, sound on test	☐	
HEATING, COOLING AND VENTILATION			
26	Radiators, underfloor heating or air conditioning work	☐	
27	Vents and extractors clear and working	☐	
DECORATION AND JOINERY			
28	Internal doors open, close and latch	☐	
29	Wardrobes and fitted joinery, where in the contract, undamaged	☐	

No.	What to check	OK	Snag, list no.
30	Finishes match the specification in your contract	☐	

Snag list

No.	Room	Description of the snag	Photo ref.	Who fixes it	Target date	Fixed (date, initials)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Outcome

☐ No snags found

☐ Snags found, listed above with target dates agreed

☐ Apartment not ready for handover yet, reason:

Notes

Developer's representative

Name, signature and date

Buyer (or buyer's representative)

Name, signature and date

This form is a reference template prepared by Unitify. It is not a legal document: wording, annexes and signing arrangements should be approved by your lawyer for your project and contract.