BOA VISTA PROPERTY CARE / 19 OKTOBER 2026

Observations & follow-up sample

GENERIC TEMPLATE — no real client, property or visit

This template illustrates the report structure. All fields are placeholders; no actual observations or results are claimed.

Field	Complete
Woningcode / Property code	[code]
Bezoekdatum / Visit date	[date]
Opsteller / Prepared by	[name]
Toegang / Access	[accessible areas and limitations]
Vorige controle / Previous check	[date / reference]

Progress and observations

For each item: current visible condition, changes since the previous check, limitations, urgency and proposed next step. Clearly distinguish an observation from a suspected cause.

Punt / Item	Registratie / Record
01	[feitelijke vaststelling / factual observation]
Foto / Photo	[private photo reference, if approved]
Actie / Action	[proposed action; specialist if needed]
Verantwoordelijke / Owner	[agreed contact or role]
Datum en status / Due date and status	[to agree / open / planned / complete]

Reporting concerns visible, accessible areas. It is not a technical survey or guarantee. Escalate urgent issues promptly and retain dated decisions and completed items.