How to use this log

Use a separate sheet for each property. Add one row for each repair, from the first report to the date you mark it closed. The first row is a fictional example.

1. Record the first report. Give the repair a reference and note when you first heard about it.
2. Add dated updates. Keep extra notes, photos and invoices separately, linked by the repair reference.
3. Record the outcome. Ask your tenant whether the problem is resolved. Note their response and any follow-up before marking it closed.

What goes in each column

Ref	Your repair reference, such as R-1042
Reported	The date you first heard about the problem
What was reported	A short description of the problem
Updates (date: note)	Dated notes about visits, progress and conversations
Tradesperson or company	Who is booked to visit or carried out the work
Amount paid (£)	What you paid; keep payment dates and balances separately
Invoice ref	The invoice or receipt number
Closed	The date you marked the repair closed
Work completed and closure notes	Work done, the tenant's response and any follow-up

Keep only what you need

- Use a property reference where possible. It may still identify a person.
- Leave out tenant names and contact details unless you need them.
- Keep access codes separately and share them only with those who need access.
- Store the log and photos securely. Link dated photos using the repair reference.

About this log

This log helps you organise repair information. Keeping it does not, by itself, show that a repair is safe or that your legal duties have been met. Get appropriate emergency help first and record what happened when it is safe to do so. This template provides general information and does not provide legal advice. For advice about your circumstances, speak to a solicitor or another qualified legal adviser with experience in housing law.

Version 2, 26 Oct 2026. Free to copy and adapt. stega.uk/guides

RENTAL PROPERTY MAINTENANCE LOG

Repair log

Property _____ Year _____ Page _____ of _____

REF	REPORTED	WHAT WAS REPORTED	UPDATES (DATE: NOTE)	TRADESPERSON OR COMPANY	AMOUNT PAID (£)	INVOICE REF	CLOSED	WORK COMPLETED AND CLOSURE NOTES
EXAMPLE R-1042	2 Nov 2026	Kitchen tap dripping, 2 photos	3 Nov: visit Thu am	Tom Harris Plumbing	85.00	INV-2207	8 Nov 2026	Washer replaced

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