



Sample Surveying
LIMITED

NHQB CHECKLIST

NHQB PRE-COMPLETION INSPECTION CHECKLIST (HOUSE)

Pre-Completion Inspection Report



12 Sample Close
Examptown
AB1 2CD

INSPECTION DATE 27/09/2026	WEATHER Overcast and dry, 14°C, light rain from 12:30	PROPERTY House
DEVELOPER Example Homes	SITE Meadow View	PLOT 14

PREPARED FOR	PREPARED BY	
NAME A. Buyer	INSPECTOR Sample Surveyor	COMPANY Sample Surveying Ltd
	MEMBERSHIP RPSA 000000 (sample)	PI INSURER Example Insurance plc (sample)
	TELEPHONE 01234 567890	EMAIL hello@example.com

INTRODUCTION

About this inspection

What is a Pre-Completion Inspection?

A Pre-Completion Inspection checks your new home against the New Homes Quality Board's (NHQB) Pre-Completion Inspection Checklist before you complete. The checklist was approved by an industry-wide technical working group in collaboration with the NHQB, and its availability is a requirement of the New Homes Quality Code.

The inspection is non-disruptive and non-invasive. Fixtures, fittings and services are checked in the way you would use them day to day, and unless stated otherwise every check is visual: from the ground outside, and from the floors inside.

The NHQB describes the checklist's purpose as helping the home building industry show "a commitment to cooperation and transparency in delivering a high-quality standard to every new home". You can expect your home to be built to a high specification, safe to approach, and clean and ready to live in from day one.

Inspection conditions

DATE

27/09/2026

LOCATION

12 Sample Close, Exometown, AB1
2CD

WEATHER

Overcast and dry, 14°C, light
rain from 12:30

LIMITATIONS TO THE INSPECTION

The loft was inspected from the hatch only, as it is not boarded. Light rain from 12:30 meant the rear elevation and garage were inspected while wet.

How this report is set out

- **Internal requirements:** the standard each part of the inside of the home should meet, with each check answered Yes, No or N/A.
- **Room by room:** the rooms inspected, with any comments.
- **External requirements:** the outside of the home and its surroundings.
- **Snags:** every matter found, with photographs, explanatory notes and the remedial work it needs.
- **Other notes:** anything else the inspector recorded, including any limitations to the inspection.

The NHQB expects the completed checklist to be given to you and to the developer.

How the home was inspected

The NHQB guidance sets how closely each part is looked at. Where a check couldn't be done this way, the limitation is recorded above.

- External walls: in daylight, from at least 10m.
- Internal ceilings, walls, paintwork, mastic and sealing: in daylight from at least 2m, without shining a light on the surface. Where there is no natural daylight, with a single light source.
- Cupboards, wardrobes, surfaces and fitted furniture, including kitchens and bathrooms: in daylight from 0.5m.
- Glazing: in daylight from at least 2m (3m for laminated or toughened glass), without shining a light on the surface. Fine scratches under 25mm, and bubbles or blisters that are neither obtrusive nor bunched, are acceptable.
- Loft spaces and eaves: only where they can be reached safely.

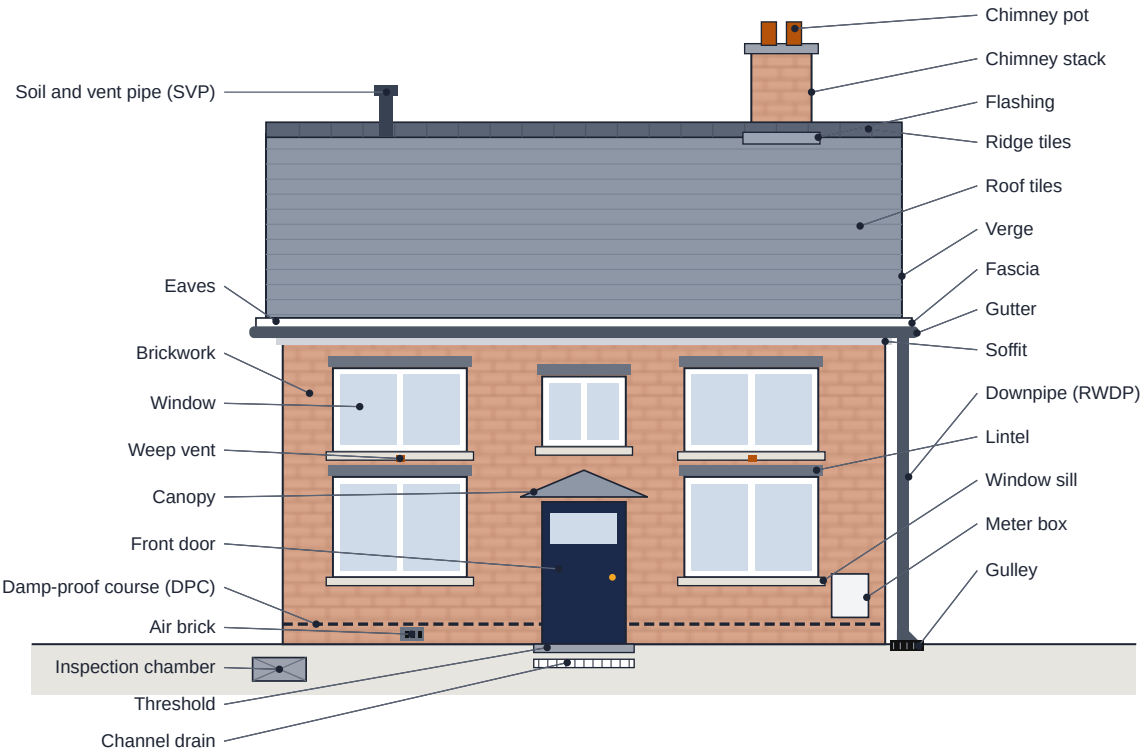
About your inspector

The NHQB requires the inspector to be a member of a recognised professional association experienced in surveying residential properties (for example RICS or RPSA), to hold relevant and adequate Professional Indemnity Insurance, to work only within their competency, and to use the agreed checklist. Your inspector's contact details, professional membership and insurer are on the front page.

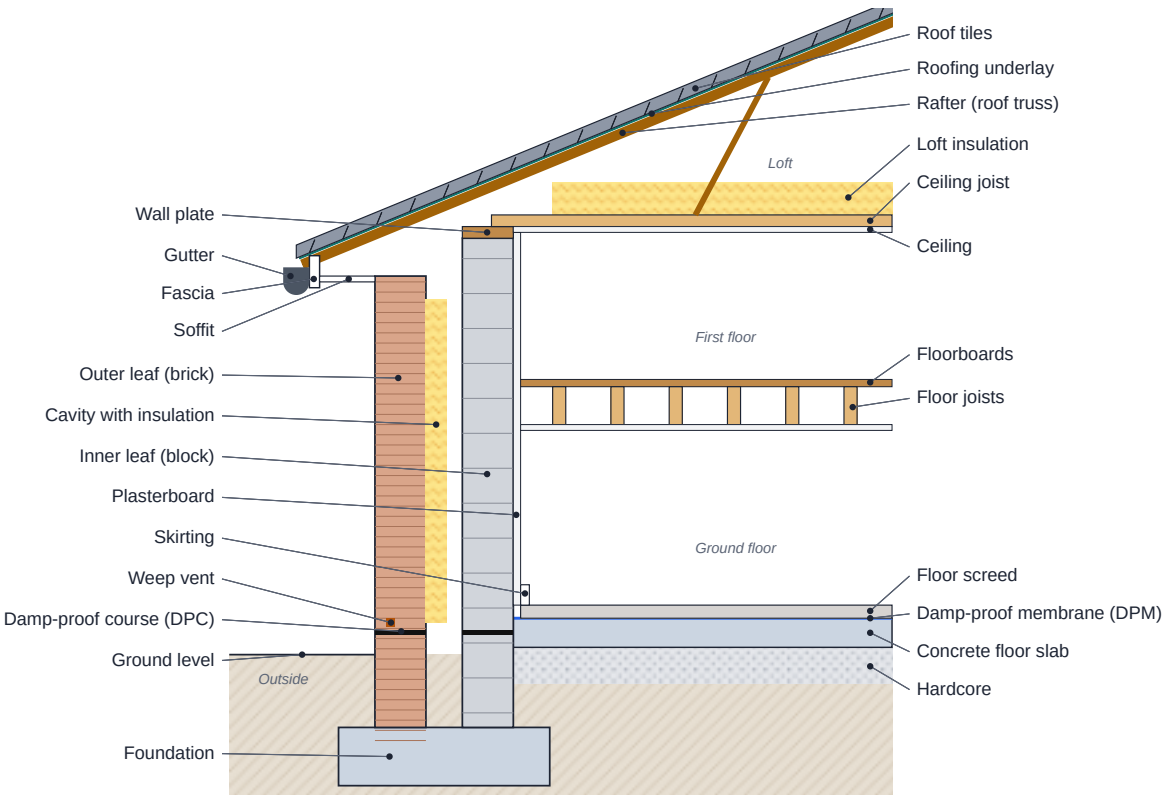
INTRODUCTION

Terminology

These drawings show the parts of a typical new-build house named in this report. The terms are explained on the next page in alphabetical order.



The outside of the home, seen from the front



A section through the outside wall, floors and roof

INTRODUCTION

Terms used in this report

Air brick

A perforated brick or vent low in an outside wall that lets air flow under a suspended floor.

Architrave

The moulding around a door frame or window lining that covers the joint with the wall.

Bed joint

A horizontal mortar joint between courses of bricks or blocks.

Butt

A water butt: a container fed by a downpipe that collects rainwater.

Cavity wall

An outside wall of two leaves, usually brick outside and block inside, with a gap between them that is often insulated.

Channel drain

A long drain with a grating, set into a path or driveway, often in front of a door, to collect surface water.

CO

Carbon monoxide, a poisonous gas with no smell. A CO alarm warns of it.

Consumer unit

The box holding the circuit breakers or fuses for the home's electrics.

DPC

Damp-proof course: a waterproof layer built into walls just above ground level to stop damp rising.

DPM

Damp-proof membrane: a waterproof sheet in the ground floor that stops damp coming up through it.

Eaves

The lower edge of a roof, where it overhangs the wall.

Efflorescence

White, powdery salt deposits on brickwork, left behind as moisture dries out of the wall.

Expansion joint

A planned gap in a wall, filled with a flexible sealant, that lets the wall move without cracking.

Fascia

The board along the eaves that the gutter is usually fixed to.

Flashing

A strip, usually of lead, that seals the joint where a roof meets a wall or chimney.

Gulley

A trapped drain opening at ground level that takes water from downpipes or waste pipes.

Inspection chamber

A covered opening into the drains, used to inspect and clear them.

LHS / RHS

Left-hand side and right-hand side, as seen facing the front of the home or the item described.

Lintel

The beam over a window or door opening that carries the wall above.

Make good

Repair a surface and bring it back to a finished condition, for example by filling, sanding and repainting.

Mastic

A flexible sealant used to fill joints, such as around baths, worktops, windows and doors.

Perpend (perp)

A vertical mortar joint between two bricks or blocks.

Plumb

Truly vertical. Something out of plumb leans.

Rafter

One of the sloping timbers that carry the roof. In a roof truss, rafters, ceiling joist and bracing are made up as one frame.

Ridge

The top edge of a roof, capped with ridge tiles.

RWDP

Rainwater downpipe: the vertical pipe taking rainwater from the gutter to the drain.

Skirting

The board along the bottom of a wall where it meets the floor.

Soffit

The board on the underside of the eaves, between the fascia and the wall.

SVP

Soil and vent pipe: the main drainage pipe from the toilets, open above the roof to let the drains breathe.

Stringer

The side board of a staircase that the treads and risers are fixed into.

Threshold

The strip or step at the foot of an outside door.

Verge

The edge of a roof at a gable end.

Weep vent

A small vent in the outer leaf of brickwork, above a lintel or at the foot of the wall, that lets water out of the cavity.

INSPECTION OVERVIEW

Your inspection at a glance

Findings follow the NHQB checklist section by section.

08

Recorded findings

105 / 105

Checklist items answered

07

Items not meeting the standard

01

Major

05

Moderate

02

Minor

NHQB checklist

Standards met? Yes the item meets the NHQB standard. No it does not; **Snag no.** gives the number of the snag in this report. N/A not applicable to this home.

INTERNAL REQUIREMENTS

Walls & Ceilings	Standards met?	Snag no.
Plastering & Dry Lining	No	2
Finishes	No	3, 4
Loft	Standards met?	Snag no.
Hatch	Yes	
Ladder	N/A	
Felt	Yes	
Viewed from the hatch only.		
Ducting	Yes	
Insulation	Yes	
Cable & Wires	Yes	
Timbers	Yes	
Viewed from the hatch only.		
Floors	Standards met?	Snag no.
Floors	Yes	
Windows	Standards met?	Snag no.
Windows	Yes	

Joinery	Standards met?	Snag no.
Skirting	Yes	
Stairs	Yes	
Fitted Joinery	Standards met?	Snag no.
Cupboards	Yes	
Wardrobes	Yes	
Drawers	Yes	
Plinths	Yes	
Kitchen Fittings	No	1
Tiles	Standards met?	Snag no.
Tiles	Yes	
Services	Standards met?	Snag no.
Lights	Yes	
Sockets	Yes	
Wiring	Yes	
Consumer Unit	Yes	
Extractors	Yes	
Taps	Yes	
Heating	Yes	
Boiler	Yes	
Radiators	Yes	
Hot Water Tank	Yes	
Cold Water Tank	N/A	
Smoke / Heat / CO2 Detectors	Yes	
Entryphone	N/A	
Security Alarm	N/A	
Doorbell	Yes	

Doors	Standards met?	Snag no.
Doors	Yes	
Glazing	Standards met?	Snag no.
Glazing	Yes	
Sanitary Wear	Standards met?	Snag no.
Baths	Yes	
Shower Trays	Yes	
Cubicles / Wet Rooms	Yes	
Basins	No	8
Taps & Controls	Yes	
Pedestals	Yes	
Toilets & Seats	Yes	
Shaving Points	Yes	
Towel Rail	Yes	
Appliances	Standards met?	Snag no.
Hob / Cooker	Yes	
Fridge / Freezer	Yes	
Dishwasher	Yes	
Washing Machine	N/A	
Other	N/A	

ROOM BY ROOM INSPECTION

Room by Room Inspection

Porch

Hallway

Living Room

Dining Room

Study

Kitchen

Utility

Conservatory

WC

Main bedroom

Bedroom 2

Bedroom 3

Bedroom 4

Bedroom 5

Ensuite 1

Ensuite 2

Bathroom 1

Bathroom 2

Airing Cupboard

EXTERIOR REQUIREMENTS

General	Standards met?	Snag no.
Health & Safety	Yes	
Scaffolding	N/A	
Roads & Footpaths	Yes	
Tidiness	Yes	

Chimneys	Standards met?	Snag no.
Bricks & Mortar	Yes	
Render	N/A	
Post / Terminals	Yes	
Flashings	Yes	

Joinery	Standards met?	Snag no.
Joinery	Yes	

Balconies	Standards met?	Snag no.
Balconies	N/A	

Conservatories	Standards met?	Snag no.
Conservatories	N/A	

Walls	Standards met?	Snag no.
Bricks & Mortar	No	5
Render	N/A	
Cladding	N/A	
Tile Hanging	N/A	
Expansion Joints	Yes	
Weeps	Yes	
Air Bricks	Yes	
DPC	Yes	
Flashings	Yes	

Roof	Standards met?	Snag no.
Tiles / Ridges	Yes	
Flat	N/A	
Leadwork	Yes	

Gutters	Standards met?	Snag no.
Gutters	Yes	
Downpipes	Yes	
Butts	N/A	

Porches	Standards met?	Snag no.
Porches	N/A	

Garages	Standards met?	Snag no.
Walls	Yes	
Floors	Yes	
Roofs	Yes	
Doors	No	7
Windows	Yes	
Services	Yes	

Surfaces	Standards met?	Snag no.
Paths & Driveways	Yes	
Edgings & Kerbs	Yes	
Lawns	Yes	
Steps	Yes	

Vents	Standards met?	Snag no.
Extractors	Yes	
Flues	Yes	

Doors	Standards met?	Snag no.
Doors	No	6

Services	Standards met?	Snag no.
Sheds	N/A	
Greenhouses	N/A	
Bin Stores	Yes	
Bike Stores	N/A	

Other	Standards met?	Snag no.
Air Source Heat Pumps	N/A	
PV Panels	N/A	

Drains	Standards met?	Snag no.
Drains	Yes	

Windows	Standards met?	Snag no.
Windows	Yes	

Services	Standards met?	Snag no.
Taps	Yes	
Lights	Yes	
Meter Boxes	Yes	
Pipes	Yes	

Boundaries	Standards met?	Snag no.
Fences	Yes	
Walls	Yes	
Gates	Yes	

OTHER NOTES

Other Notes

The loft was inspected from the hatch only, as it is not boarded. Light rain from 12:30 meant the rear elevation and garage were inspected while wet.

Snags in detail

1

FITTED JOINERY · KITCHEN FITTINGS

Minor



Completed

Incomplete worktop sealant

Room Kitchen Location Worktop by sink Category Finish Status New
Created 27/09/2026

OBSERVATION

The sealant joint between the kitchen worktop and the adjoining wall is incomplete, leaving a visible gap in the finish.

NHQB STANDARD FOR THIS CHECK

Securely fixed, visually aligned and level with uniform gaps which allow for floor covering where applicable. Opens/closes without fouling.
Locks, handles, door furniture and catches operating, undamaged and fitted square. Matching finish and free from conspicuous abrasions and scratches [when viewed from 0.5m].
Shelves (where applicable) fitted, secure and operating where articulated.
Drawer dividers/liners (where applicable) fitted and secure.
Illuminations working where applicable.

RECOMMENDED ACTION

Complete the joint with a suitable sealant, giving a continuous, neatly finished seal between the worktop and the wall.



2

WALLS & CEILINGS · PLASTERING & DRY LINING

Minor



Completed

Hairline crack above the door frame

Room Bathroom 1 Location Above door frame Category Finish Status New Created 27/09/2026

OBSERVATION

A hairline crack runs through the plaster above the bathroom door frame.

NHQB STANDARD FOR THIS CHECK

Joints not visible, reasonably uniform, and free from, shrinkage, popped screws, imperfections, visibly flat and plumb. Jointing tape fully covered.
Minor imperfections and textural differences may be present, especially around lights and other fittings.

RECOMMENDED ACTION

Rake out and fill the crack, make good the plaster and redecorate to match the surrounding finish.

3

WALLS & CEILINGS · FINISHES

Moderate



Completed

Poor plaster and decorative finish

Room Hallway Location Understairs cupboard Category Finish
Status New Created 27/09/2026

OBSERVATION

The plaster finish in the understairs cupboard is poor, with cracked and flaking areas along the junction with the joinery and an uneven decorative finish.

NHQB STANDARD FOR THIS CHECK

Paint evenly applied and free from runs or prominent brush marks.
Paint splashes not visible on switches sockets etc.

RECOMMENDED ACTION

Reskim the affected areas to give a smooth, even surface, then redecorate to match the surrounding finish.



4

WALLS & CEILINGS · FINISHES

Moderate



Completed

Missing decorative finish to wall

Room Airing Cupboard Location Cylinder cupboard Category Finish
Status New Created 27/09/2026

OBSERVATION

The wall in the cylinder cupboard has not been decorated, leaving bare plaster and filler visible.

NHQB STANDARD FOR THIS CHECK

Paint evenly applied and free from runs or prominent brush marks.
Paint splashes not visible on switches sockets etc.

RECOMMENDED ACTION

Prepare the wall and apply the decorative finish to match the surrounding walls.



5

WALLS · BRICKS & MORTAR

Moderate



Completed

Mortar discrepancy by the stone sill

Location Rear elevation, by stone sill Category Finish Status New
Created 27/09/2026

OBSERVATION

There is a mortar discrepancy to a joint in the brickwork by the stone sill on the rear elevation.

NHQB STANDARD FOR THIS CHECK

Consistent in texture, finish, colour and excessive colour banding. Free from chips and marks greater than 15mm in diameter except by design. Plumb, and straight on plan and in section. Bed joints straight horizontally and vertically, except by design.

RECOMMENDED ACTION

Make good the mortar to the affected joint so that it matches the surrounding joints in colour and finish.



6

DOORS · DOORS

Moderate



Completed

Gaps in mastic under the patio door sill

Location Patio door Category Finish Status New Created 27/09/2026

OBSERVATION

The mastic seal beneath the patio door sill is incomplete, with gaps and loose sealant along the joint between the sill and the brickwork.

NHQB STANDARD FOR THIS CHECK

Door furniture operating and fitted square. Opens/closes without fouling. Undamaged and with consistent, even finish. Reveals square with even heads and sills. Frames undistorted and plumb. Suitable seal around perimeter. Keys present.

RECOMMENDED ACTION

Remove the loose sealant and reseal the joint beneath the sill with a suitable exterior sealant, giving a continuous, neat finish.



7

GARAGES · DOORS

Moderate



Completed

Missing fixings to garage door bracket

Location Garage door Category Missing Status New Created 27/09/2026

OBSERVATION

Fixings are missing from the bracket securing the garage door frame, leaving the fixing holes in the bracket empty.

NHQB STANDARD FOR THIS CHECK

Operating, lockable, dent & scratch free with ironmongery / security chain intact. Frame secure and undamaged. Prevents water ingress at base & not fouling floor. Threshold seal on personnel doors.

RECOMMENDED ACTION

Fit the missing fixings to the bracket in line with the garage door manufacturer's instructions, and check the door operates correctly.



8

SANITARY WEAR · BASINS

Major



Completed

Leaking waste pipe under the kitchen sink

Room Kitchen Location Under sink Category Function Status New Created 27/09/2026

OBSERVATION

The waste pipe beneath the kitchen sink is cracked and leaking, with water standing on the base of the sink unit.

NHQB STANDARD FOR THIS CHECK

Except by design, all fittings securely fixed with pipes hidden and free from obvious damage.

All checked for normal operation, adequate water flow, availability of hot/cold.

Note any pipe noise.

Visibly aligned, level and plumb.

Wet junctions, where accessible by design, with complete seals, having a consistent, compact, neat and tidy finish. All wet joints visibly free from leaks.

Shower screens to be clean, and securely fixed with neat silicone sealant in place.

Basin filled to overflow, free from movement and unusual noises.

Drainage effective and free from gurgling or back-up.

Fittings free from conspicuous abrasions, scratches, and chips.

Plugs and chains operating correctly.

RECOMMENDED ACTION

Replace the damaged section of waste pipe, check all connections for leaks, and dry out the sink unit, replacing its base if it has been damaged by water.

