



Sample Repairs Follow-Up Tracker

A demo accountability sheet showing who owns the next step, when the contractor should be chased, whether landlord or tenant updates are due, and what evidence is needed before close-out.

Illustrative example only. Not a client case study, software product, legal advice or guaranteed result.

Repair ID	Property	Issue	Urgency	Contractor	Contractor ETA	Landlord update	Tenant update	Next action	Next owner	Chase date	Status	Overdue	Evidence
R-1041	Flat 4, 18 Camden Road, London	Kitchen leak	Urgent	FlowFix Plumbing	Awaiting ETA	Not required yet	Acknowledged	Chase contractor for ETA	Sarah M	03/06/2026	Awaiting co...	Yes	Not yet received
R-1042	22 Ash Grove, Croydon	Heating fault	Routine	WarmHome Gas	06/06 AM	Informed	ETA sent	Confirm attendance after visit	Daniel R	06/06/2026	Contractor ...	No	Not yet received
R-1043	Flat 2, 9 Queen Street, Reading	Appliance repair	Routine	Awaiting assignment	-	Approval requested	Acknowledged	Chase landlord approval	Emma T	05/06/2026	Awaiting ap...	Yes	Not yet received
R-1044	14 Beech Avenue, Guildford	Lock repair	Urgent	SecureLock	05/06 PM	Informed	ETA sent	Request completion note	Sarah M	06/06/2026	Awaiting ev...	No	Contractor note pending
R-1045	Flat 8, 33 High Street, Woking	Damp/mould report	Routine	PropertyCare Survey	10/06	Updated	Update sent	Confirm inspection outcome	Priya S	10/06/2026	Inspection ...	No	Photos received
R-1046	71 Park Road, Ealing	Electrical fault	Urgent	BrightSpark Electrics	Attended 06/06	Informed	Follow-up sent	Check tenant confirms resolved	Daniel R	07/06/2026	Awaiting te...	No	Invoice received

What this mock-up focuses on

A simple repair tracker should make the next step visible. The key proof is not the number of columns. It is whether the team can see ownership, chase dates, update points and close-out evidence at a glance.

Next owner • Who owns the next move

Chase date • When follow-up is due

Tenant / landlord update • Who needs to hear back

Evidence • What is needed before close-out