

Snagging Report Template

Formal snagging report for issue to a developer, with severity, summary counts and sign-off. · Free template from SiteAudit — siteaudit.app/templates

PROPERTY / PLOT	ADDRESS	DEVELOPER / BUILDER	REPORT REFERENCE
INSPECTED BY	INSPECTION DATE	REPORT ISSUED	RESPONSE REQUIRED BY

SUMMARY OF FINDINGS (TOTAL SNAGS, BY SEVERITY, OVERALL CONDITION)

AREAS NOT INSPECTED AND WHY (LOCKED, OCCUPIED, NO SAFE ACCESS)

[illegible]

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How to use this template

- 1. A snagging report is issued to someone. Keep the tone factual and the language neutral — it may end up attached to a contract dispute.
- 2. Separate cosmetic from major and safety items. Bundling them together lets the builder dismiss the whole list as nit-picking.
- 3. State plainly what you could not inspect and why. An unqualified report implies you checked everything.
- 4. Give the developer a response date. A report with no deadline gets filed.
- 5. Re-inspect against the same reference numbers rather than issuing a fresh list — it shows what was actually fixed.

SiteAudit runs this checklist on your phone or tablet, works fully offline, attaches photos to every line and exports a signed PDF report before you leave site. Free to start at [siteaudit.app](#)