



Rugby Borough Council
Damp & Mould Procedure October 2024

Appendix 2 – Written Summary of Investigation Findings – Where No Hazard Was Found

Rugby Borough Council will provide a written summary of the findings of our investigation within 48 hours of the investigation concluding.

Dear [insert name],

Thank you for your time on [insert date]

I can confirm that I attended your home on [insert date] to investigate a report of damp and mould that you made to Rugby Borough Council on [insert date]

I am a Housing Maintenance and Voids Surveyor for Rugby Borough Council and I'm happy to report my investigation found no hazards in your home.

In my investigation I inspected living spaces/kitchen/bathroom/bedrooms/external guttering/pointing/external brickwork/windowsills/external doors [add or delete as required to detail how the investigation was conducted]

I hope this assures you that your home is safe.

Please find enclosed a leaflet which provides useful information on preventing damp and mould in your home.

If you would like any further information, please do not hesitate to contact me on [insert telephone number]