

# Residential Roof Inspection Workbook

Independent Roof Inspections — Licensed Roof Inspectors

*This workbook is for homeowner reference only. Scores and observations recorded here reflect visible surface conditions and do not constitute a professional roof condition assessment. Some defects, including concealed leaks, structural movement and sarking failure, cannot be identified from a ground level check. Where this workbook flags concerns, arrange a professional inspection before undertaking any repairs.*

## Property Details

|                         |                         |
|-------------------------|-------------------------|
| <b>Property Address</b> | <b>Roof Type</b>        |
| <b>Inspection Date</b>  | <b>Approx. Roof Age</b> |
| <b>Inspector Name</b>   | <b>Reason for Check</b> |

## Reason for Inspection

- |                                                         |                                                    |                                                  |
|---------------------------------------------------------|----------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Routine check (every 6 months) | <input type="checkbox"/> After a storm             | <input type="checkbox"/> Pre-purchase inspection |
| <input type="checkbox"/> Before installing solar        | <input type="checkbox"/> Noticed a potential issue | <input type="checkbox"/> Other                   |

## Priority Scoring Guide

| Score | Meaning                          | Recommended Action                                   |
|-------|----------------------------------|------------------------------------------------------|
| 0     | No visible issue                 | No action required at this time                      |
| 1     | Minor — worth monitoring         | Re-check at next scheduled inspection                |
| 2     | Maintenance recommended          | Address within 30 days or at next service            |
| 3     | Professional inspection required | Arrange an independent inspection before any repairs |

## Automatic escalation

Regardless of total score, the following findings require a professional inspection: active water entry into the home, visible daylight through the roof space, sagging roof sections, or any finding you are not confident assessing from ground level. Do not attempt roof repairs without first obtaining an independent condition report.

**Inspection Notes**

*Use the space below to record observations as you walk through each area. Write down anything that looks unusual, even if you are not sure whether it is a problem.*

**Roof Coverings**

**Gutters and Downpipes**

**Roof Flashing and Penetrations**

**Ridge and Hip Capping**

**Roof Valleys**

**Roof Space**

**Internal Warning Signs**

**Storm Damage**

## Inspection Checklist and Priority Scoring

**Score:**    0 = No issue            1 = Monitor            2 = Maintenance            3 = Professional inspection

### Roof Coverings

*Look across the whole roof from ground level. Score each item 0–3.*

|                                                                                                                                                       |                                                                              |   |   |   |   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|---|---|---|---|
| <input type="checkbox"/> <b>Cracked, chipped, slipped or missing tiles.</b><br>Can allow water into the roof cavity during wind driven rain.          | <table><tr><td>0</td><td>1</td><td>2</td><td>3</td></tr></table> Score: ____ | 0 | 1 | 2 | 3 |
| 0                                                                                                                                                     | 1                                                                            | 2 | 3 |   |   |
| <input type="checkbox"/> <b>Rust spots, corrosion or lifting on metal roof sheets.</b><br>May indicate ageing sheets, loose fixings or pooling water. | <table><tr><td>0</td><td>1</td><td>2</td><td>3</td></tr></table> Score: ____ | 0 | 1 | 2 | 3 |
| 0                                                                                                                                                     | 1                                                                            | 2 | 3 |   |   |
| <input type="checkbox"/> <b>Sagging sections.</b><br>Can suggest structural movement. Score 3 — triggers professional review.                         | <table><tr><td>0</td><td>1</td><td>2</td><td>3</td></tr></table> Score: ____ | 0 | 1 | 2 | 3 |
| 0                                                                                                                                                     | 1                                                                            | 2 | 3 |   |   |
| <input type="checkbox"/> <b>Moss, lichen or heavy debris build up.</b><br>Holds moisture against the roof surface over time.                          | <table><tr><td>0</td><td>1</td><td>2</td><td>3</td></tr></table> Score: ____ | 0 | 1 | 2 | 3 |
| 0                                                                                                                                                     | 1                                                                            | 2 | 3 |   |   |
| <input type="checkbox"/> <b>Loose or exposed fasteners on metal roofing.</b><br>Can create small water entry points during heavy rain.                | <table><tr><td>0</td><td>1</td><td>2</td><td>3</td></tr></table> Score: ____ | 0 | 1 | 2 | 3 |
| 0                                                                                                                                                     | 1                                                                            | 2 | 3 |   |   |
| <input type="checkbox"/> <b>Rusty or deteriorating fasteners on metal roofing.</b><br>Rust spreads to sheeting and gutters, shortening roof lifespan. | <table><tr><td>0</td><td>1</td><td>2</td><td>3</td></tr></table> Score: ____ | 0 | 1 | 2 | 3 |
| 0                                                                                                                                                     | 1                                                                            | 2 | 3 |   |   |
| <input type="checkbox"/> <b>Antennas or mounts on metal roofing.</b><br>Corroding bases are a common and overlooked source of rust.                   | <table><tr><td>0</td><td>1</td><td>2</td><td>3</td></tr></table> Score: ____ | 0 | 1 | 2 | 3 |
| 0                                                                                                                                                     | 1                                                                            | 2 | 3 |   |   |

### Gutters and Downpipes

*Walk around the home after rain or check from ground level.*

|                                                                                                                                                |                                                                              |   |   |   |   |
|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|---|---|---|---|
| <input type="checkbox"/> <b>Sagging or pulling away from the fascia.</b><br>Affects drainage and may strain the fascia over time.              | <table><tr><td>0</td><td>1</td><td>2</td><td>3</td></tr></table> Score: ____ | 0 | 1 | 2 | 3 |
| 0                                                                                                                                              | 1                                                                            | 2 | 3 |   |   |
| <input type="checkbox"/> <b>Rust, splits or holes, especially at joins.</b><br>Small gaps can allow water onto walls and fascias.              | <table><tr><td>0</td><td>1</td><td>2</td><td>3</td></tr></table> Score: ____ | 0 | 1 | 2 | 3 |
| 0                                                                                                                                              | 1                                                                            | 2 | 3 |   |   |
| <input type="checkbox"/> <b>Overflow staining on the fascia or wall below.</b><br>May indicate gutters are blocked, undersized or misaligned.  | <table><tr><td>0</td><td>1</td><td>2</td><td>3</td></tr></table> Score: ____ | 0 | 1 | 2 | 3 |
| 0                                                                                                                                              | 1                                                                            | 2 | 3 |   |   |
| <input type="checkbox"/> <b>Leaves, branches or sediment build up.</b><br>Can cause overflow during heavy rain.                                | <table><tr><td>0</td><td>1</td><td>2</td><td>3</td></tr></table> Score: ____ | 0 | 1 | 2 | 3 |
| 0                                                                                                                                              | 1                                                                            | 2 | 3 |   |   |
| <input type="checkbox"/> <b>Blocked, disconnected or poorly draining downpipes.</b><br>Downpipes should direct water away from the foundation. | <table><tr><td>0</td><td>1</td><td>2</td><td>3</td></tr></table> Score: ____ | 0 | 1 | 2 | 3 |
| 0                                                                                                                                              | 1                                                                            | 2 | 3 |   |   |

### Roof Flashing and Penetrations

*Check anywhere metal meets the roof covering.*

|                                                                                                                                                                          |                                                                              |   |   |   |   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|---|---|---|---|
| <input type="checkbox"/> <b>Lifted, cracked or rusted flashing around chimneys, vents, skylights and pipes.</b><br>Any gap gives water a path beneath the roof covering. | <table><tr><td>0</td><td>1</td><td>2</td><td>3</td></tr></table> Score: ____ | 0 | 1 | 2 | 3 |
| 0                                                                                                                                                                        | 1                                                                            | 2 | 3 |   |   |
| <input type="checkbox"/> <b>Sealant that is cracked, shrunk or missing around penetrations.</b><br>Sealant has a limited lifespan and is a common leak source.           | <table><tr><td>0</td><td>1</td><td>2</td><td>3</td></tr></table> Score: ____ | 0 | 1 | 2 | 3 |
| 0                                                                                                                                                                        | 1                                                                            | 2 | 3 |   |   |
| <input type="checkbox"/> <b>Flashing at the junction between the roof and any walls or parapets.</b><br>Movement over time can open small gaps at these joins.           | <table><tr><td>0</td><td>1</td><td>2</td><td>3</td></tr></table> Score: ____ | 0 | 1 | 2 | 3 |
| 0                                                                                                                                                                        | 1                                                                            | 2 | 3 |   |   |

### Ridge Capping and Hip Capping

*On tiled roofs, mortar bedding can crack or loosen with age.*

|                                                                                                                                   |                                                                              |   |   |   |   |
|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|---|---|---|---|
| <input type="checkbox"/> <b>Cracked or loose mortar bedding on tiled roofs.</b><br>Allows capping to shift over time.             | <table><tr><td>0</td><td>1</td><td>2</td><td>3</td></tr></table> Score: ____ | 0 | 1 | 2 | 3 |
| 0                                                                                                                                 | 1                                                                            | 2 | 3 |   |   |
| <input type="checkbox"/> <b>Capping that has shifted or lifted.</b><br>Exposes the ridge or hip line to wind and rain.            | <table><tr><td>0</td><td>1</td><td>2</td><td>3</td></tr></table> Score: ____ | 0 | 1 | 2 | 3 |
| 0                                                                                                                                 | 1                                                                            | 2 | 3 |   |   |
| <input type="checkbox"/> <b>Visible gaps where capping meets the roofline.</b><br>Can allow water and debris into the roof space. | <table><tr><td>0</td><td>1</td><td>2</td><td>3</td></tr></table> Score: ____ | 0 | 1 | 2 | 3 |
| 0                                                                                                                                 | 1                                                                            | 2 | 3 |   |   |

## Roof Valleys

Valleys carry high water volumes and block quickly.

- ☐ **Leaves, dirt or debris sitting in the valley.**  
Can cause water to back up under the roof covering.

|   |   |   |   |
|---|---|---|---|
| 0 | 1 | 2 | 3 |
|---|---|---|---|

Score: \_\_\_\_

- ☐ **Rust or corrosion on valley metal.**  
Weakens the valley and can create holes over time.

|   |   |   |   |
|---|---|---|---|
| 0 | 1 | 2 | 3 |
|---|---|---|---|

Score: \_\_\_\_

- ☐ **Staining or wear along the valley line.**  
May indicate drainage issues or past water entry.

|   |   |   |   |
|---|---|---|---|
| 0 | 1 | 2 | 3 |
|---|---|---|---|

Score: \_\_\_\_

## Roof Space

Check with a torch if you have safe access.

- ☐ **Daylight showing through gaps that should not be there.**  
Any gap letting light in may also let water or pests in.

|   |   |   |   |
|---|---|---|---|
| 0 | 1 | 2 | 3 |
|---|---|---|---|

Score: \_\_\_\_

- ☐ **Damp insulation, timber or sarking.**  
Can indicate an active leak before ceiling staining appears.

|   |   |   |   |
|---|---|---|---|
| 0 | 1 | 2 | 3 |
|---|---|---|---|

Score: \_\_\_\_

- ☐ **Water stains on the underside of the roof or on ceiling joists.**  
Often appear before visible interior damage.

|   |   |   |   |
|---|---|---|---|
| 0 | 1 | 2 | 3 |
|---|---|---|---|

Score: \_\_\_\_

- ☐ **Signs of pests.**  
Entry gaps for pests are often the same gaps that let water in.

|   |   |   |   |
|---|---|---|---|
| 0 | 1 | 2 | 3 |
|---|---|---|---|

Score: \_\_\_\_

## Internal Warning Signs

Ceilings and upper walls are often the first visible indicator.

- ☐ **Water stains or discolouration on ceilings, particularly after rain.**  
One of the clearest signs of water entry from above.

|   |   |   |   |
|---|---|---|---|
| 0 | 1 | 2 | 3 |
|---|---|---|---|

Score: \_\_\_\_

- ☐ **Bubbling or peeling paint on ceilings or upper walls.**  
Indicates moisture sitting behind the surface.

|   |   |   |   |
|---|---|---|---|
| 0 | 1 | 2 | 3 |
|---|---|---|---|

Score: \_\_\_\_

- ☐ **Musty smells in rooms near the roof space.**  
Can indicate a slow leak not yet causing visible staining.

|   |   |   |   |
|---|---|---|---|
| 0 | 1 | 2 | 3 |
|---|---|---|---|

Score: \_\_\_\_

## Storm Damage Checks

Complete this section after any significant storm event.

- ☐ **Any new debris, branches or dents on the roof.**  
Can damage tiles, sheeting or flashing on impact.

|   |   |   |   |
|---|---|---|---|
| 0 | 1 | 2 | 3 |
|---|---|---|---|

Score: \_\_\_\_

- ☐ **Dislodged tiles, ridge capping or flashing.**  
Strong wind can shift these even on an otherwise intact roof.

|   |   |   |   |
|---|---|---|---|
| 0 | 1 | 2 | 3 |
|---|---|---|---|

Score: \_\_\_\_

- ☐ **New staining in the gutters or on the fascia.**  
Indicates water overflowed or found a new path.

|   |   |   |   |
|---|---|---|---|
| 0 | 1 | 2 | 3 |
|---|---|---|---|

Score: \_\_\_\_

- ☐ **Any change in how water drains off the roof.**  
A drainage change can indicate new blockage or damage.

|   |   |   |   |
|---|---|---|---|
| 0 | 1 | 2 | 3 |
|---|---|---|---|

Score: \_\_\_\_

### Section Score Totals

| Section Score Totals           |             |       |
|--------------------------------|-------------|-------|
| Section                        | Total Score | Notes |
| Roof Coverings                 |             |       |
| Gutters and Downpipes          |             |       |
| Roof Flashing and Penetrations |             |       |
| Ridge Capping and Hip Capping  |             |       |
| Roof Valleys                   |             |       |
| Roof Space                     |             |       |
| Internal Warning Signs         |             |       |
| Storm Damage Checks            |             |       |
| OVERALL TOTAL                  |             |       |

Priority Guide — What Does Your Score Mean?

| Total Score | Indication                          | Recommended Next Step                                     |
|-------------|-------------------------------------|-----------------------------------------------------------|
| 0 – 8       | Low visible concern                 | Continue routine 6-monthly checks                         |
| 9 – 18      | Some maintenance may be needed      | Address scored items and re-check within 3 months         |
| 19 +        | Professional inspection recommended | Arrange an independent roof inspection before any repairs |

## How Serious Is It? Urgency Guide

Use this guide to decide how quickly to act on issues found during your inspection. When in doubt, arrange a professional inspection. Do not attempt roof repairs without first obtaining an independent condition report.

### Immediate Safety Concern — Act Now

| Triggers                                                                                                                                                                                                                                                            | Recommended action                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Active water entering the home or ceiling collapsing</li><li>• Visible daylight through the roof space</li><li>• Sagging or displaced roof sections</li><li>• Roof material fallen or loose in dangerous position</li></ul> | Protect internal areas from further water damage. Do not enter the roof space. Contact a licensed roof inspector immediately. In severe cases, contact your insurer before any repair work begins. |

### Arrange an Inspection Within 48 Hours

| Triggers                                                                                                                                                                                                                                                                           | Recommended action                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Active leak that has not yet reached the interior but is suspected</li><li>• Storm damage with potential for worsening before repairs can be made</li><li>• Significant dislodgement of tiles, capping or flashing after a storm</li></ul> | Arrange a professional inspection urgently. Avoid walking on the roof. If safe to do so, use a tarpaulin temporarily to limit water entry until an inspector attends. |

### Arrange an Inspection Within 30 Days

| Triggers                                                                                                                                                                                                                                                                                                         | Recommended action                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Rusty or deteriorating fasteners</li><li>• Cracked or loose ridge capping mortar</li><li>• Lifted or cracked flashing around penetrations</li><li>• Debris build up in roof valleys</li><li>• Overflow staining on fascia or walls</li><li>• Blocked downpipes</li></ul> | Schedule an independent roof inspection. These issues are unlikely to cause immediate damage but can worsen quickly if left unaddressed, particularly before storm season. |

### Add to Seasonal Maintenance List

| Triggers                                                                                                                                                                                                                                                                                                              | Recommended action                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Moss or lichen build up on shaded sections</li><li>• Minor staining along valley lines</li><li>• Older sealant around penetrations still intact but ageing</li><li>• Leaf accumulation in gutters</li><li>• Minor surface corrosion on flashing with no visible gap</li></ul> | Include in your next routine maintenance check. These items do not require urgent attention but should be monitored and addressed at least once a year, ideally before storm season. |

## Situation-Based Inspection Checklists

Use the appropriate section below depending on why you are completing this inspection.

### Routine 6-Monthly Check

- ☐ Clear leaves and debris from gutters and valley lines
- ☐ Check all visible fasteners on metal roofing for rust or loosening
- ☐ Look for new moss, lichen or debris build up on the roof surface
- ☐ Check downpipes are flowing freely and draining away from the home
- ☐ Check for any new staining on ceilings or upper walls inside the home
- ☐ Look for cracked or shifted ridge or hip capping
- ☐ Check flashing around chimneys and vents for lifting or cracking
- ☐ Record any changes since the previous inspection

### After a Major Storm

- ☐ Walk around the home and check for debris or branches on the roof
- ☐ Look for dislodged tiles, capping or flashing from ground level
- ☐ Check for new staining in gutters or on the fascia
- ☐ Look inside for any new ceiling stains or damp smells
- ☐ Inspect valleys and gutters for blockages from fallen material
- ☐ Note any change in how water drains during the next rain event
- ☐ Photograph any visible damage for insurance and inspection records
- ☐ Arrange a professional inspection if any damage is suspected

### Pre-Purchase Inspection

- ☐ Note the roof material and approximate age from building records
- ☐ Look for uneven rooflines, sagging or visible structural irregularities
- ☐ Check for evidence of previous repairs (mismatched tiles, patched flashing)
- ☐ Look for widespread rust, corrosion or significant moss build up
- ☐ Check the roof space for previous water staining or active dampness
- ☐ Look for multiple ceiling stain patterns suggesting recurring leaks
- ☐ Request a professional pre-purchase roof inspection before any offer
- ☐ Ask whether a roof condition report has been completed recently

### Before Installing Solar Panels

- ☐ Assess overall roof age and remaining serviceable life
- ☐ Check for cracked, broken or slipped tiles that may need replacing first
- ☐ Look for corrosion or rust on metal roofing that may worsen with penetrations
- ☐ Check flashing condition around any existing roof penetrations
- ☐ Consider whether maintenance or repairs should be completed before installation
- ☐ Arrange an independent roof inspection before committing to an installation quote
- ☐ Confirm the installer is licensed and will carry out a roof assessment first

## Inspection History

Use this table to keep a record of inspections over time. Retaining this history helps identify patterns and supports any future insurance or sale process.

| Date | Reason for Check | Total Score | Issues Found | Follow Up Completed |
|------|------------------|-------------|--------------|---------------------|
|      |                  |             |              |                     |
|      |                  |             |              |                     |
|      |                  |             |              |                     |
|      |                  |             |              |                     |
|      |                  |             |              |                     |
|      |                  |             |              |                     |
|      |                  |             |              |                     |
|      |                  |             |              |                     |

### Important — Limitations of a Homeowner Inspection

This workbook helps homeowners identify visible surface conditions from safe vantage points. It does not replace a professional roof condition report. A licensed inspector can assess concealed defects, structural issues, sarking condition, moisture levels and drainage performance that cannot be reliably evaluated from ground level or without roof access. Any score or observation recorded in this workbook should be treated as a screening guide only, not a condition assessment.



### Want a professional opinion?

This workbook helps you spot visible warning signs, but it does not replace a full roof condition report. Our licensed inspectors are 100% independent, do not carry out repairs, and will give you an honest assessment of your roof's condition with no pressure to commission work that isn't needed.

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