

Roof history log

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Maintain a dated record of installation, repairs, observations and document locations. Mark estimated or unknown dates clearly. Keep this log with warranty documents and pass it to the next property manager or owner.

01. Property, roof area/asset ID and record custodian

02. Installation date, source and confidence (known/estimated/unknown)

03. System, manufacturer, product and installer if documented

04. Warranty document location and service contact

05. Event date, type and affected area

06. Observed issue or work scope

07. Contractor, invoice and photo references

08. Materials used and approved changes

09. Outstanding follow-up and responsible person

10. Next record review date

Completed example

Example: Garage roof installation year is estimated from a previous owner's note and marked unverified. A September repair is documented with the contractor's invoice, product name and photos. A warranty document has not been located, so no coverage is assumed.

HTML forms and latest version: understandingroofing.com/buying-guides/roof-buying-kit/

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