



SiteRelay

DEMONSTRATION ONLY

Example documentation pack

A realistic example of how SiteRelay can organise an agency-
authorised attendance, objective observations, photographs
and secure handover information.

EXAMPLE PROPERTY REFERENCE

Agency brief #SR-DEMO-024

PREPARED FOR	Example Property Agency
ATTENDANCE	12 August 2026 / 10:00-10:42
PROPERTY	18 Example Street, Sampletown NSW 2000
STATUS	Example pack ready for agency review

All addresses, people, times, observations and references in this example are fictional.

WE COLLECT. YOUR AGENCY DECIDES.

VERSION 1.0 / AUGUST 2026

01 / ATTENDANCE SUMMARY

The brief and attendance at a glance

This page records the chain of instruction and the practical details of the attendance. It does not determine an outcome.

Agency instruction

AGENCY	Example Property Agency
AGENCY CONTACT	Jordan Lee - Operations
BRIEF RECEIVED	11 August 2026 at 3:14 pm
REFERENCE	SR-DEMO-024

Attendance record

DATE	12 August 2026
TIME	10:00 am to 10:42 am
ACCESS OUTCOME	Access provided as arranged
WEATHER	Fine; ground surface dry

APPROVED ATTENDANCE BRIEF

- Capture front and rear external areas, entry, living area, kitchen and main bathroom.
- Record agreed photographs and observable property details only.
- Do not record names, personal documents, access codes or family photographs.
- Return the documentation pack to the authorised agency contact for review.

ATTENDANCE NOTES

SiteRelay personnel identified themselves and attended within the supplied brief. Access was provided as arranged. No personal identifiers were recorded in this example. Information was captured for agency review only.

CHAIN OF INSTRUCTION



02 / OBJECTIVE CAPTURE

What was requested and what was observed

Status means the requested item was captured. It is not a compliance, condition or tenancy assessment.

AREA	STATUS	PHOTO REF.	OBJECTIVE NOTE
Front exterior	CAPTURED	01-02	Front path visible and unobstructed at attendance. Lawn appeared recently cut.
Entry / hall	CAPTURED	03	Visible floor area dry. No loose items observed in the walkway.
Living area	CAPTURED	04	Small dark mark visible on wall near east window, approx. 30 mm.
Kitchen	CAPTURED	05-06	Bench mostly clear. Two items in sink. No water visible on floor.
Main bathroom	CAPTURED	07-08	Visible dust accumulation on exhaust fan grille. Floor dry.
Rear exterior	CAPTURED	09-10	Vegetation extended across approx. 0.5 m of paved path near rear fence.
Other rooms	NOT REQUESTED	-	Outside this attendance brief; no information collected.

LANGUAGE CHECK

Notes describe what was visible at the attendance. They do not diagnose causes, determine compliance or recommend an agency action.

03 / AGREED PHOTOGRAPHS

A clear visual reference for agency review

Operational packs embed the agreed images. Placeholders are used here so the public example contains no real property or occupant information.

01



EXAMPLE IMAGE PLACEHOLDER

Front elevation

Whole-of-area context within the approved scope.

02



EXAMPLE IMAGE PLACEHOLDER

Front access path

Path visible from boundary toward entry.

04



EXAMPLE IMAGE PLACEHOLDER

Living area wall

Context image of noted mark near east window.

05



EXAMPLE IMAGE PLACEHOLDER

Kitchen overview

Bench and visible floor area at attendance.

07



EXAMPLE IMAGE PLACEHOLDER

Bathroom overview

Main bathroom within approved capture scope.

09



EXAMPLE IMAGE PLACEHOLDER

Rear paved path

Context image of vegetation near rear fence.

04 / HANDOVER RECORD

Information returned. Decision stays with the agency.

The handover closes SiteRelay's attendance task and gives the authorised agency contact a clear review point.

**Attendance completed**

12 August 2026 at 10:42 am

**Pack assembled**

10 photographs, checklist and notes

**Secure handover**

Returned to authorised agency contact

AGENCY REVIEW PROMPTS

1

Confirm the requested areas and reference images have been supplied.

2

Review the objective notes alongside the photo schedule.

3

Interpret the information using the agency's licensed processes and client instructions.

4

Determine and document any agency advice, action or outcome.

SCOPE BOUNDARY

SiteRelay records. Your agency interprets and decides.

SiteRelay does not issue notices, determine breaches, provide client advice, make tenancy decisions or perform other licensed property-management functions.

CONTACT

Brett Hatch

hello@siterelay.au / 0431 411 503