Farm inspection report

FREE TEMPLATE · PROPELMAPPER.COM/TEMPLATES/FARM-INSPECTION-REPORT

Field conditions, tenant statements, repair requests and owner approvals. Fill in each field; the grey line under it says what goes there. A filled sample follows the blank form.

Farm, participants and inspection scope

Identify whose property and which visit this record covers.

Landowner

Use the owner or trust named in the management agreement.

Farm and tracts

Retain farm, county and supplied farm or tract references.

Tenant and lease

Identify the operator and the lease document and year.

Date and inspector

Record inspection date, time and inspector.

Present

Name participants and distinguish people contacted from people present.

Owner requests and property summary

Let the owner find the pending decision before reading every inspection note.

Overall condition

☐ Good ☐ Fair ☐ Needs attention

Select a condition category and support it with specific findings.

Summary

Describe the main observation and link the detail behind it.

Decisions the owner needs to make

Name the approval and options, attaching actual quotes and their dates.

Crop and tenant discussion by field

Separate visible conditions from the lease checks and tenant account.

Crop and condition by field

Use each field's name with crop, observed stage or harvest progress.

Weeds and stand

Locate stand problems and weed escapes actually seen.

Lease practices checked

☐ Lime and fertility as the lease requires ☐ Residue left as the lease requires ☐ Tillage within the lease

☐ No encroachment on edges

Mark only practices verified against the applicable lease.

Lease notes

Attribute the tenant's statements and identify unverified records.

Soil, water and reference documents

Describe visible condition before assigning a cause or program determination.

Erosion

Locate and measure visible rills, gullies or washouts.

Waterways, terraces and tile

Describe observed waterway, terrace and outlet condition and flow; do not infer buried-line condition.

Program documents reviewed

☐ Current plan identified ☐ Observations recorded ☐ Questions referred

Identify dated documents and refer unresolved program questions.

Photo points

Retain point ID, position and view direction for repeat photographs.

Inspected improvements and hazards

Say which parts of each improvement were reached and checked.

Buildings

Name each building and the roof, door or foundation portions inspected.

Grain bins

Record the accessible bin components and any operation actually checked.

Wells, fences and drives

Locate the well, water line, fence, gate or drive finding.

Hazards

Describe observed hazards; identify inaccessible areas separately.

Agreed repairs and next inspection

Carry unverified completion into the next visit.

Tenant tasks

Attribute each tenant commitment and its due date.

Manager follow-up

Assign office work such as quotes, contractor visits and owner contact.

Next inspection

Plan the return date and the items it will recheck.

Signature

Sign and date after reviewing observations and attributed accounts.

Farm inspection report

SAMPLE · FICTIONAL FARM

Filled in for Hartley Home Farm, a made-up farm. Hartley Home Farm is a fictional 480-acre cash-rented corn and soybean farm in north-central Illinois, owned by a family trust.

SAMPLE · Farm, participants and inspection scope

Landowner
Hartley Family Trust (trustee: Ann Hartley)

Farm and tracts
Home Farm, LaSalle County; FSA farm 1204, tracts 88 and 91

Tenant and lease
Mason Ag LLC (Rick Mason), cash rent, year 3 of 5

Date and inspector
October 9, 8:30 to 11:15, L. Ortega

Present
Rick Mason for the buildings; fields alone

SAMPLE · Owner requests and property summary

Overall condition

☐ Good ☒ Fair ☐ Needs attention

Summary
Harvest is half done and yields look average. The east waterway is washing out at its head and needs repair before spring. The machine shed roof leaks over the back bay.

Decisions the owner needs to make
Approve the waterway repair (one quote received, second asked for). Decide whether to reroof the machine shed or patch it this year.

SAMPLE · Crop and tenant discussion by field

Crop and condition by field
Field 1 (160 ac): soybeans, harvested. Field 2 (150 ac): corn, standing, good stalks. Field 3 (140 ac): corn, harvested, good residue cover.

Weeds and stand
Waterhemp patches on the north edge of Field 1

Lease practices checked

☒ Lime and fertility as the lease requires ☒ Residue left as the lease requires ☐ Tillage within the lease
☒ No encroachment on edges

Lease notes
Fall tillage not started. Tenant to send the lime receipts for Field 3.

SAMPLE · Soil, water and reference documents

Erosion
East waterway washing out at its head, about 40 ft, 2 ft deep. Rills on the Field 3 slope.

Waterways, terraces and tile
Two tile outlets on the creek flowing, one guard missing. One blowout over the main in Field 2, flagged.

Program documents reviewed

☒ Current plan identified ☒ Observations recorded ☐ Questions referred

Photo points

Points 1 to 6 retaken; point 4 shows the waterway head

SAMPLE · Inspected improvements and hazards

Buildings

Machine shed: roof leaks over the back bay, two sheets loose. Barn: sound.

Grain bins

Two bins, both empty and swept; fan on bin 2 runs

Wells, fences and drives

Old dug well by the barn is capped; west gate hinge broken

Hazards

Empty chemical jugs stacked in the machine shed

SAMPLE · Agreed repairs and next inspection

Tenant tasks

Send lime receipts by October 31. Remove chemical jugs by November 15. Fix the west gate.

Manager follow-up

Second quote for the waterway. Tile contractor for the blowout and the outlet guard.

Next inspection

Early April, before planting

Signature

L. Ortega, October 9