Property Address :

Tenant Name :

Inspection Date : Inspected by :

|  |  |  |
| --- | --- | --- |
| **Area / Item** | **Condition (Good / Fair / Poor)** | **Notes / Comments**  **(Describe any damage, wear & tear or maintenance needs)** |
| **Building Exterior** |  |  |
| Facade & Siding | Good /Fair / Poor |  |
| Roof | Good /Fair / Poor |  |
| Parking Lot | Good /Fair / Poor |  |
| Landscaping | Good /Fair / Poor |  |
| Lighting | Good /Fair / Poor |  |
| Signage | Good /Fair / Poor |  |
|  |  |  |
| **Building Interior** |  |  |
| Walls & Ceiling | Good /Fair / Poor |  |
| Flooring | Good /Fair / Poor |  |
| Lighting | Good /Fair / Poor |  |
| Windows & Doors | Good /Fair / Poor |  |
| Restrooms | Good /Fair / Poor |  |
| Stairwells & Elevators | Good /Fair / Poor |  |
|  |  |  |
| **HVAC & Mechanical** |  |  |
| Heating System | Good /Fair / Poor |  |
| Air Conditioning System | Good /Fair / Poor |  |
| Ventilation System | Good /Fair / Poor |  |

…/cont’d

|  |  |  |
| --- | --- | --- |
| **Area / Item** | **Condition (Good / Fair / Poor)** | **Notes / Comments**  **(Describe any damage, wear & tear or maintenance needs)** |
| **Safety & Security** |  |  |
| Fire Extinguishers | Good /Fair / Poor |  |
| Emergency Exits | Good /Fair / Poor |  |
| Security System | Good /Fair / Poor |  |
| Fire Panel | Good /Fair / Poor |  |
| Access System | Good /Fair / Poor |  |
| Surveillance Cameras | Good /Fair / Poor |  |
|  |  |  |
| **Additional Notes** |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Tenant Acknowledgement** | **Property Manager Acknowledgement** |
| I acknowledge the findings of this inspection and agree to the action items listed above.  Signature:  Name  Date | I have conducted this inspection fairly and to the best of my knowledge, and I agree to the action items listed above.  Signature:  Name  Date |