

## Delivery of Premises: Property Inspection Sheet

**Lease Agreement Dated:** \_\_\_\_\_

**Lessor:** \_\_\_\_\_

**Lessee:** \_\_\_\_\_

**Premises:** \_\_\_\_\_

**Date of Walkthrough:** \_\_\_\_\_

**The premises are hereby delivered to Lessee. At the time of delivery, Lessee and Lessor (or their appointed representative) conducted a walkthrough inspection to determine the condition of the premises. During inspection, the following items were noted by the parties relative to the condition of the premises.**

OFFICES	New	Good	Fair	Poor	N/A	Comments/Other Notes
Flooring						
Walls						
Ceilings						
Electrical						
HVAC						
Other						

RESTROOMS	New	Good	Fair	Poor	N/A	Comments/Other Notes
Flooring						
Walls						
Ceilings						
Electrical						
Toilets						
Sinks						
Water Heater						
Other						

WAREHOUSE	New	Good	Fair	Poor	N/A	Comments/Other Notes
Floors						
Walls						
Ceiling Insulation						
Electrical						
Ext. Man Doors						
Overhead Doors						
Other						

EXTERIOR WALLS	New	Good	Fair	Poor	N/A	Comments/Other Notes
Entry Door/Hardware						
Storefront/Windows						
Exterior Walls						
Electrical						
Asphalt						
Concrete						
Downspouts						
Other						

The above items have been noted by the parties.

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Dated: \_\_\_\_\_

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Dated: \_\_\_\_\_  
 Accounting Contact Name: \_\_\_\_\_  
 Accounting Email: \_\_\_\_\_  
 Accounting Phone#: \_\_\_\_\_

Additional Notes/Comments: \_\_\_\_\_  
 \_\_\_\_\_