

Return of Premises: Property Inspection Sheet

Vacate Walkthrough Date: _____

Lessee: _____

Lessor: _____

Premises: _____

Lessee vacated the premises and returned possession of the premises to Lessor. At the time of the return, Lessee and Lessor (or their appointed representative) conducted a walkthrough inspection to determine the condition of the premises and to determine any damage(s) to the premises which occurred during the term of the Lease. During the 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: _____
 Keys Received: _____

By: _____
 Name: _____
 Title: _____
 Company: _____
 Dated: _____
 Forwarding Name: _____
 Forwarding Address: _____

 Forwarding Ph & Email: _____

Additional Notes/Comments: _____
