

# TENANT MOVE IN INSPECTION LIST

Inspection Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Occupancy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Representative present at inspection\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property One Representative present at inspection\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **CONDITION AT THE TIME OF INSPECTION**

Slab *Photo #*

Carpet *Photo #*

Vinyl *Photo #*

Other Floor Material *Photo #*

Ceiling Tiles *Photo #*

Rest Rooms *Photo #*

Elevators/Escalators *Photo #*

Interior/Exterior Building *Photo #*

Window Coverings *Photo* #

Doors/Hardware  *Photo #*

Mechanical Rooms  *Photo #*

Plumbing Fixtures  *Photo #*

HVAC System  *Photo #*

Fire/Life Safety System *Photo #*

Shelving/Rack system *Photo #*

Interior Lighting *Photo #*

Exterior Lighting *Photo #*

Landscaping *Photo #*

Sidewalks *Photo #*

Parking Lot *Photo #*

Truck Bays *Photo #*

Dock Doors/Mechanism *Photo #*

Roof *Photo #*

Roof Mounted Equipment *Photo #*

Davit System  *Photo #*

Building Sealants *Photo#*

Exterior Skin *Photo #*

Fencing *Photo #*

###### Transfer of utilities to Tenant Name

* Electric
* Gas
* Water and Sewer
* Phone

###### Transfer of Service Contracts to Tenant Name

* Landscaping
* Elevator
* Life Safety
* Janitorial
* HVAC Maintenance
* Roof Maintenance
* Parking Lot Sweeping
* Trash Removal
* Snow Removal
* Pest Control

###### Rekeying of Building Access Doors

###### Condition of Premises Accepted

**Tenant Date**