



Inspection of Premises Report

Instructions for filling in this form:

This form is provided by the Retail Tenancy Unit for the convenience of the landlord and tenant and is not required or prescribed by the Retail Leases Act (NSW) A99D. You are free to change, add or remove categories to make this form suitable for the shop being leased.

It is recommended that both landlord and tenant keep a signed copy of this report for reference during the term and at the end of the lease. Agreeing at the start of the lease who is responsible for maintenance, repair and replacement of equipment will assist in preventing disputes during the lease. This report can document the state of the premises at the start of the lease.

*If you need space for additional comments, attach extra sheets and refer to the section of this report at the start of the comment (e.g. **1. Exterior** – New signage will be installed on the right side of the building.....)*

To be filled in by tenant and landlord at the time of taking possession.

Date
Name of Landlord
Address of Landlord
Name of Tenant
Address of Tenant
Address of Premises

RATING SCALE: (circle appropriate letter in box)

A / Excellent / New - Perfect condition, material and work quality are of the best standard.

B / Good -Material, condition and quality, acceptable.

C / Aging - Apparent defects which need repair.

D / Poor / Old - Unacceptable and/or hazardous, must be repaired or replaced soon.

1 EXTERIOR

Item	Will this be changed in Fitout? (circle)		Who maintains? (circle)		Rate Condition	
	No	Yes	Landlord	Tenant	Landlord (circle)	Tenant
Front	No	Yes	Landlord	Tenant	A B C D	A B C D
Right Side	No	Yes	Landlord	Tenant	A B C D	A B C D
Rear	No	Yes	Landlord	Tenant	A B C D	A B C D
Left Side	No	Yes	Landlord	Tenant	A B C D	A B C D
Roof	No	Yes	Landlord	Tenant	A B C D	A B C D
Comment:						

2 PUBLIC SPACES

Item	Will this be changed in Fitout?		Who maintains?		Rate Condition	
	No	Yes	Landlord	Tenant	Landlord (circle)	Tenant
Driveway	No	Yes	Landlord	Tenant	A B C D	A B C D
Landscaping	No	Yes	Landlord	Tenant	A B C D	A B C D
Drainage	No	Yes	Landlord	Tenant	A B C D	A B C D
Footpath	No	Yes	Landlord	Tenant	A B C D	A B C D
Front Entry Path	No	Yes	Landlord	Tenant	A B C D	A B C D
Entry	No	Yes	Landlord	Tenant	A B C D	A B C D
Awning	No	Yes	Landlord	Tenant	A B C D	A B C D
Windows	No	Yes	Landlord	Tenant	A B C D	A B C D
Exterior Doors	No	Yes	Landlord	Tenant	A B C D	A B C D
Security Doors or Window Screens	No	Yes	Landlord	Tenant	A B C D	A B C D
Car park	No	Yes	Landlord	Tenant	A B C D	A B C D
Fire Extinguisher	No	Yes	Landlord	Tenant	A B C D	A B C D
Fire Safety Signage	No	Yes	Landlord	Tenant	A B C D	A B C D
Signage	No	Yes	Landlord	Tenant	A B C D	A B C D
Comment:						

3 MAIN AREA

Item	Will this be changed in Fitout?		Circle who provides Tick who maintains		Rate Condition	
	No	Yes	Landlord	Tenant	Landlord (circle)	Tenant
Walls	No	Yes	Landlord	Tenant	A B C D	A B C D
Floor	No	Yes	Landlord	Tenant	A B C D	A B C D
Ceiling	No	Yes	Landlord	Tenant	A B C D	A B C D
Lighting	No	Yes	Landlord	Tenant	A B C D	A B C D
Comment:						

4 RESTROOM

Item	Will this be changed in Fitout?		Circle who provides Tick who maintains		Rate Condition							
					Landlord (circle)		Tenant					
Sink	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Toilet	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Comment:												

5 INTERIOR

Item	Will this be changed in Fitout?		Circle who provides Tick who maintains		Rate Condition							
					Landlord (circle)		Tenant					
Cellar or Sub Cellar	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Hallways, Stairs or Stairwells	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Lobby	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Laundry Area	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Storage Area	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Comment:												

6 MECHANICAL INFORMATION AVAILABLE

Item	Will this be changed in Fitout?		Who maintains?		Rate Condition							
					Landlord (circle)		Tenant					
Electrical System	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Electrical Distribution	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Meter Box	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Do changes need to be made the metering?					No	Yes	No	Yes				
Gas Service	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Gas Main Cut Off Valve	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Gas Main Diameter	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Gas Metre	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Water Main Cut Off Valve	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Water Main Diameter	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Water Pressure	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Plumbing System	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Sewerage System	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Grease Trap	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Fire Sprinkler System Cut Off Valve	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Fire Sprinkler System Main	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Fire System Maintenance	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Elevator System	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Hot Water System	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Other Safety Requirements	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Alarm System	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Comment:												

7 AIR CONDITIONING SYSTEM

Item	Who?		Rate Condition							
			Landlord (circle)		Tenant					
Provide	Landlord	Tenant	A	B	C	D	A	B	C	D
Maintain	Landlord	Tenant	A	B	C	D	A	B	C	D
Comment:										

8 KITCHEN

Item	Will this be changed in Fitout?		Circle who provides Tick who maintains		Rate Condition							
					Landlord (circle)		Tenant					
Kitchen (general)	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Cabinets	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Bench Tops	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Appliances	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Walk in Cooler	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Hot Water Heater	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Stove	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Comment:												

9 GENERAL

Item	Will this be changed in Fitout?		Who maintains?		Rate Condition							
					Landlord (circle)		Tenant					
Doors	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Termites, vermin & other insects	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Comment:												

10 APPLIANCES / EQUIPMENT

Item	Will this be changed in Fitout?		Who maintains?		Rate Condition							
					Landlord (circle)		Tenant					
	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
	No	Yes	Landlord	Tenant	A	B	C	D	A	B	C	D
Comment:												

11 APPLIANCES / EQUIPMENT DETAILS

Item	Make	Model	Year	Size
Comment:				

11 LIGHTING DETAILS

Location of Light Fitting	Type	Amount of tubes	Do they have covers?	Working order
			No Yes	No Yes
			No Yes	No Yes
			No Yes	No Yes
			No Yes	No Yes
			No Yes	No Yes

Name of Landlord

Name of Tenant

Signature of Landlord

Signature of Tenant

Date

Date

DSRD-RTU/007 0106