

Commercial Property – Inspection Report

Guidelines:

- It is our requirement in compliance with the terms of the common law of contract and the Consumer Protection Act, No 68 of 2008, that an inspection of the property needs to be done at the time of taking occupation of the premises by the incoming Lessee and well as upon vacating the premises.
- **During the incoming lessee inspection**, the lessor (or their agent) will review the property and document any item of damage so that it is recorded on this document. Should no items be recorded, then it will be accepted and deemed that there was no damage to the property and the lessee will be taking occupation of the premises with no damages.
 - Any item considered damaged needs to be documented (e.g.: cracked top left window pane in shop front window)
 - The property needs to be in a suitable state for “commercial use” or pre-décor fitment for commercial use which is negotiated at the time of signing a lease agreement and it is therefore at the discretion of the Lessor as to which items will be remedied and which items will be recorded as damaged, but recorded so that upon lessee vacating the property, they will not be held responsible for the damage. *(For example, there might be a slight crack in lower section of a window pane in an office that the Lessor would prefer not to replace at this time – the property is still considered acceptable for commercial use)*
 - The lease agreement covers which items are the responsibility of the Lessor and Lessee respectively. Generally speaking, the lessee takes occupation of the premises as either a “white box” (meaning bare floor and white walls) and does a full installation of their own furnishings, fittings to match their corporate theme. In cases where the incoming lessor has elected to take occupation of the premises with previous lessee fitment “as is”, they will be responsible for maintaining such fitment accordingly.
- **During the vacating lessee inspection**, the lessor (or their agent) will review the property and document any item of damage that is observed.
 - The Lessor will decide whether they accept the premises back in “altered state” (meaning fitment that was done post occupation of the premises), or require the Lessee to return the premises back to the “white box” state (meaning bare floor and white walls).
 - Any items observed damaged must be recorded on this document and the costs to remedy, replace or repair will be for the Lessee’s account.
 - The Lessor must take into account any item that should be excluded from the damaged item list if it was recorded as damaged on the incoming lessee inspection report.
- **Items with a limited lifespan** – Items like light bulbs, remote batteries, automated doors and motorised gate batteries, etc.. Are deemed to be consumable items that have a limited lifespan. Upon occupation of the premises, all these items will be in working order (still functioning). During the life of the lease term and upon the lessee vacating the premises, these items need to be in a working condition and the costs of replacing these items are for the lessee’s account.
- **Pre-paid Electricity box** – The seal on the pre-paid electricity unit MUST be inspected during any site inspection. Should the seal be broken or damaged in any way, then the unit must be reported to the municipality and the Lessee will be held responsible for the fines involved, cost of replacement of the unit and any punitive penalties involved. The matter must also be reported to the SAPS as a criminal act of fraud and a docket number obtained.
- **Cleaning Costs** – The vacating lessee is required to leave the premises in a clean condition (Inside property & outside property). Should this not be done to the satisfaction of the lessor (or their agent), then the cleaning costs incurred by the lessor will be for the lessor’s account.

Property / Lessee information

PROPERTY OWNER

RENTAL UNIT

LIS REF # Inspection Date Circle type of report

Process:

- Each area of the premises must be inspected
- Any damage found must be documented on this inspection report.
- This report must be signed off by both the lessee and the lessor (or their agent)
- As a guide, the items of inspection are listed below as prompters for the inspection, but the property in it's entirety is subject to the inspection and not limited to the prompts below.

	Checked	Not Applicable
Tiles / Floors	<input type="checkbox"/>	<input type="checkbox"/>
Plugs	<input type="checkbox"/>	<input type="checkbox"/>
Light Switches	<input type="checkbox"/>	<input type="checkbox"/>
Electrical DB Board	<input type="checkbox"/>	<input type="checkbox"/>
Pre-paid meter box	<input type="checkbox"/>	<input type="checkbox"/>
Light Fittings / bulbs	<input type="checkbox"/>	<input type="checkbox"/>
Windows & Frames	<input type="checkbox"/>	<input type="checkbox"/>
Window Glass	<input type="checkbox"/>	<input type="checkbox"/>
Shop fronts	<input type="checkbox"/>	<input type="checkbox"/>
Door (s)	<input type="checkbox"/>	<input type="checkbox"/>
Door Locks /Handles	<input type="checkbox"/>	<input type="checkbox"/>
Walls & Ceiling	<input type="checkbox"/>	<input type="checkbox"/>
Roll up doors	<input type="checkbox"/>	<input type="checkbox"/>
Mounted Fire equipment	<input type="checkbox"/>	<input type="checkbox"/>
Drains & Pipes	<input type="checkbox"/>	<input type="checkbox"/>
Sinks, Taps & plumbing	<input type="checkbox"/>	<input type="checkbox"/>
Toilets and bathrooms	<input type="checkbox"/>	<input type="checkbox"/>
Custom Electrical removed	<input type="checkbox"/>	<input type="checkbox"/>
Custom Plumbing Removed	<input type="checkbox"/>	<input type="checkbox"/>
Wall holes patched up	<input type="checkbox"/>	<input type="checkbox"/>
Air conditioning units	<input type="checkbox"/>	<input type="checkbox"/>
White Box State	<input type="checkbox"/>	<input type="checkbox"/>

ELECTRICITY METER READING WATER METER READING

WATER & ELECTRICITY METERS UNTAMPERED WITH? WHITE BOX STATE?

GENERAL CONDITION OF THE PROPERTY

Damaged items list

Multiple horizontal dashed lines for listing damaged items.

Declaration

** USE ADDITIONAL PAGES IF REQUIRED*

The property has been inspected and the lessee and lessor (or Agent) both agree on the items recorded as damaged in this inspection report.

<p>LESSEE'S SIGNATURE</p>	<p>LESSOR / AGENT'S SIGNATURE</p>
<p>NAME</p>	<p>NAME</p>

