

**NEWARK AND SHERWOOD DISTRICT COUNCIL – CORPORATE PROPERTY
PROPERTY INSPECTION FORM**

ADDRESS:

TENANT NAME:

COMPANY NAME:

TELEPHONE:

EMAIL:

REASON FOR INSPECTION: VACATION/NEW TENANT/3 MONTH NOTICE/AUDIT INSPECTION

INSPECTION BY:
(NSDC - Landlord) _____

DATE: _____

PROPERTY CONDITION

ELEMENT	WORK REQUIRED Y/N	DETAILS	WORK TO BE COMPLETED BY
DECORATION/ PAINTWORK			
INTERNAL WALLS			
CEILINGS			
FLOORING/CARPET			
WINDOWS/FRAMES BLINDS			
DOORS/FRAMES			
ROLLER SHUTTER DOORS			

Appendix 4

LIGHTING/FIXTURES			
HEATING			
KITCHENETTE AND WELFARE			
TOILET BLOCK			
ELECTRICS			
INTERNAL CLEANLINESS			
EXTERNAL CLEANLINESS			
GUTTERS AND GULLEYS			
EXTERNAL BRICKWORK			
EXTERNAL ROOF			
DRIVEWAY			
MISCELLANEOUS			
TENANTS FIXTURES AND FITTINGS		DETAILS	

Appendix 4

TENANCY ISSUES		DETAILS	
FIRE RISK ASSESSMENT	YES/NO		
ASBESTOS REGISTER	YES/NO		
LEGIONELLA LOGBOOK/TESTING	YES/NO		
EICR ELECTRICAL SAFETY CERTIFICATE	YES/NO		
BUILDING REGULATIONS AND CERTIFICATES	YES/NO		
EMERGENCY LIGHTIING	YES/NO		
OTHER ISSUES			
UTILITIES	FINAL READINGS	METER NUMBER	
ELECTRICITY			
WATER			
GAS			

PHOTOGRAPHS

Insert picture into table, put text below, add as required

Front Elevation/Driveway	Rear Elevation/Driveway
Side Elevation	Side Elevation
Roof Front	Roof Rear
Internal Front Elevation	External Side Elevation
Internal Side Elevation	Internal Side Elevation
Internal Roof Front	Internal Roof Rear
Kitchenette	Toilet
Distribution Board	Electric Meter (Current Reading)
Other	Other

TENANT:

Signed: _____ **Print Name:** _____

Date: _____

NSDC - LANDLORD:

Signed: _____ **Print Name:** _____

Date: _____