**PROJECT:**      

**COMPANY:**

**PREMISES ADDRESS:**

**CONTACT:**

**PHONE:**

**PROPERTY #:**

**UNIT:**

**EMERGENCY PHONE:**

**EMAIL:**

The following is an Inspection Report on the condition of Premises by and between Pacific NW Properties and

      (Tenant) that occurred on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date).

|  |  |  |
| --- | --- | --- |
| **OFFICE ITEM** | **NOTES** | **CHARGE** |
| Windows/Blinds |  |  |
| Office Doors |  |  |
| Office Interior Walls |  |  |
| Bathroom/Flooring/Fixtures |  |  |
| Plumbing for Restroom  and/or Coffee Bar |  |  |
| Hot Water Heater  *(Hot water?)* |  |  |
| Office Floor/Carpet |  |  |
| Office HVAC/Thermostat |  |  |
| Office Lights |  |  |
| Office Low Voltage |  |  |
| Ceiling Tiles |  |  |

*• Additional items and notes on back •*

|  |  |  |
| --- | --- | --- |
| **MISCELLANEOUS ITEM** | **NOTES** | **CHARGE** |
| Exterior Walls/Storefront  Sign Band |  |  |
| Miscellaneous |  |  |
| Door Keys |  |  |
| Mailbox Keys |  |  |
| Premises Space Plan  Configuration | Attached |  |
| Liability Insurance | N/A |  |
|  | **TOTAL** |  |

**MAILING ADDRESS FOR RENT BILLINGS (if different than premises address):**

**MAILING ADDRESS FOR RETURN OF DEPOSITS:**

*By signing this form, you acknowledge that the above inspection (including additional items) accurately reflects the condition upon move-in.*

**LESSEE’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE:**

**MEMO: MOVE OUT INSPECTION**

**FROM: Pacific NW Properties**

This is a reminder that we have a Move-Out Inspection Meeting scheduled for .

Below is the move-out “To Do” list. These items should be completed prior to move out inspection. If you are unable to arrange work prior to move out inspection, a charge as detailed below shall occur.

1. Entire space should be vacuumed and swept. All debris and garbage should be removed. All interior windows should be washed, including the removal of window stickers. If any general/janitorial services are required, a charge of $225 will be assessed.
2. Blinds must be clean and free of dust. If blinds require cleaning, a $200 fee will be assessed.
3. Damage to sheetrock walls should be patched and “paint ready”. This includes small holes, such as nail/screw holes in office and larger damaged sheetrock. For every unpatched nail/screw hole, a $30 per hole charge will be assessed. For damaged sheetrock area larger than 6 inches by 6 inches, an $85 charge for each area will be assessed. For damaged sheetrock area larger than 18 inches by 18 inches, a $200 charge for each area will be assessed.
4. All exterior signs should be removed, any holes patched, and the sign band repainted. Should sign need removing, a charge of $775 will be assessed.
5. A minimum of one up-to-date fire extinguisher should be wall hung and in working order. If there is no fire extinguisher or it is in need of replacement, a $125 charge will be assessed.
6. Lighting (both fixtures and tubes) for office and warehouse should be in working order. For office tubes needing replacement, a $30 per tube charge plus a $75 trip fee will be assessed. For warehouse lights, a $15 per tube/bulb charge will be assessed and a trip equipment rental charge (high lift) of $200 will be assessed.
7. All low-voltage wiring should be removed by Tenant from above the ceiling. Low-voltage should be left in walls and cut 2 feet above the ceiling grid.
8. All electrical used to serve equipment shall be terminated at a wall-mounted junction box. If any electrical work is required, a charge of $500 will be assessed.
9. Damaged doors will be assessed a fee of $250 per door. The extent of the damage will be determined by the Property Manager. If you have any questions about this, please contact your Property Manager prior to move-out.
10. Mail box and door keys are to be returned at move out. Should keys not be returned, a $75 per lock charge will be assessed.
11. Key cards are to be returned at move out. Should keys not be returned, a charge of $15 per key will be assessed.

**SERVICE PROVIDERS**

Below is a list of service providers. Pacific NW Properties has found them to be reasonably priced and to provide quality service. If you have any questions, please feel free to call us at (503) 626-3500.

**GENERAL REPAIRS AND CLEAN-UP**

|  |  |  |
| --- | --- | --- |
| House Dresser Salem | Les Gutfreund | 503-932-7783 |
| Millenium Building Services | Terry Nelson | 503-281-1949 |

**PLUMBING**

|  |  |  |
| --- | --- | --- |
| Kennedy Plumbing | Service Department | 503-643-5535 |
| Mike Patterson Plumbing | Service Department | 503-655-4306 |

**ELECTRICAL**

|  |  |  |
| --- | --- | --- |
| Lear Electric | Service Department | 503-665-9840 |
| Capitol Electric | Service Department | 503-255-9488 |

**EXTERIOR SIGN REMOVAL/PAINTING**

|  |  |  |
| --- | --- | --- |
| Ferguson Painting Services, Inc. | Jim Ferguson | 503-208-3131 |
| Gary Christian Painting | Gary Christian | 503-665-0556 |

**HVAC/THERMOSTATS**

|  |  |  |
| --- | --- | --- |
| MacDonald Miller | Service Department | 800-962-5979 |

**MOVE OUT**

**SECURITY DEPOSIT RECONCILIATION**

Tenant:

Address:

Security Deposit Amount:

Deductions (see inspection form):

Outstanding Rent/Other Charges: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Net Amount Due to/from Tenant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PKG Approval before input: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address for return of a deposit (if applicable):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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