

Office Space Lease Surrender Inspection Template

Tenant Name:

Landlord Name:

Premises Address:

Inspection Date:

Inspection Areas

Area/Item	Condition	Notes
Walls & Paint	<input type="text"/>	<input type="text"/>
Floors & Carpets	<input type="text"/>	<input type="text"/>
Ceiling	<input type="text"/>	<input type="text"/>
Lighting & Electrical	<input type="text"/>	<input type="text"/>
Doors & Windows	<input type="text"/>	<input type="text"/>
Restrooms	<input type="text"/>	<input type="text"/>
Kitchen/Pantry	<input type="text"/>	<input type="text"/>
HVAC/AC units	<input type="text"/>	<input type="text"/>
Furniture (if applicable)	<input type="text"/>	<input type="text"/>

Other	<div></div>	<div></div>
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Outstanding Repairs/Items to Address:

Final Comments:

Inspector Name:

Inspector Signature:

Date: