

Retail Storefront Lease Return Checklist

Lease Details

Tenant Name	
Property Address	
Lease Expiry Date	
Inspection Date	

Checklist

- Notice of intent to vacate has been submitted
- Lease agreement reviewed for return conditions
- All inventory, merchandise, and personal property removed
- Signage, window decals, and branding removed
- All keys, security cards, and access devices returned
- Walls, floors, and ceilings are in original/required condition
- Lighting, HVAC, and plumbing fixtures checked and functional
- Electrical outlets, switches, and panels are operational
- Restrooms and common areas cleaned and restored
- Rubbish, debris, and fixtures not belonging to landlord removed
- Repairs completed as per lease (holes, paint, etc.)
- Final professional cleaning completed
- Utility accounts closed or transferred as applicable
- Final walk-through and inspection completed with landlord

Inspector Notes

Item	Comments	Status

Signatures

Tenant Signature		Date	
Landlord Signature		Date	