**Vacancy Inspection and Work Order**

Building Former Tenant

Suite No. Date Vacated Date of Inspection

Inspected by Date Work to be Completed

**General Condition and Remarks**

 Reception Area

 Hallway

 Conference Room

 Rest Rooms

 Closets

 Other General Areas

 Office No. :

 Office No. :

 Office No. :

 Office No. :

 Office No. :

 Office No. :

 Office No. :

 Office No. :

 Office No. :

 Other

 Cleaning Instructions

 Completed by Date

**Maintenance and Repairs Required**

 To be Charged to Tenant

 Completed by Date

**Final Inspection by**  **Approved**  **Date**

**DISCLAIMER:** These sample forms and agreements are not endorsed by BRP Education™. They are presented for informational purposes only and should not be relied upon for accuracy, completeness or consistency with applicable law. The user is advised to check all applicable state and federal law before using these forms, agreements, or parts thereof. Because certain forms have legal implications (e.g., management agreements, rental applications), it is recommended that downloaded versions of such forms should be reviewed with legal counsel prior to their use and that any modifications made by the user should also be reviewed by legal counsel.