**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**

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