



PROPERTY INSPECTION REPORT
 (Monthly) (Special) (Emergency)
 Division of Property - Department of Property and Procurement



Account No. _____

Owner of Business /Contact Person : _____

Name of Business/Tradename: _____

Type of Business _____ Telephone No.: _____

Physical Address: _____

Area: _____ Regular Rental Payment: \$ _____

PART I: LICENSE / CERTIFICATES / PERMITS / ETC.

Type	Photo (✓)	Expiration Date	Yes (✓)	No (✓)	N/A (✓)
Business License No.: _____					
Trade Name Registration					
Fire Safety Certificate					
DOH Food Handlers Permit					
DPNR Special Waste Permit (Biohazard)					
DPNR Air Pollution Permit (Standby Generator)					
DPNR Air Pollution Permit (Industrial Dryers)					
DPNR Air Pollution Permit (Mechanic Shop with spray booth)					
DPNR Used Oil Permit					
DPNR/WMA Tire Waste Permit					
Other:					

PART II: PROPERTY SUBLEASING, IMPROVEMENT AND CONDITIONS

Subleasing/Improvements:	Photo (✓)	Yes (✓)	No (✓)	N/A (✓)
Subleasing(s) approved by the Commissioner of Property & Procurement? Total subleasing rent, if applicable: \$ _____				
If Subleasing(s) is not approved by the Comm. of Prop. & Proc., then submit the total subleasing rent here: \$ _____				
If there is/are new improvement(s) made to the property:				
Is it as per Lease Agreement? If "no", then see Memorandum accompanying this report.				

INTERIOR CONDITION

Building(s) Condition:	Photo (✓)	Excellent (✓)	Good (✓)	Poor (✓)	N/A (✓)
Structure					
Fixtures					
Paint					

Building(s) Sanitary Conditions:	Photo (✓)		Yes (✓)	No (✓)	N/A (✓)
If garbage or debris is present, is it: briefly, or is disposal in accordance with WMA Regulations?					
If Hazardous materials are present: Is use conducted in accordance with WMA Regulations?					
Is disposal conducted in accordance with WMA Regulations?					

EXTERIOR CONDITION

Building(s) Condition:	Photo (✓)	Excellent (✓)	Good (✓)	Poor (✓)	N/A (✓)
Structure					
Fixtures					
Paint					

Yard/Grounds Condition:	Photo (✓)	Excellent (✓)	Good (✓)	Poor (✓)	N/A (✓)
Fence					
Beautification					
Mowed grass					
Safe parking area					

Yard/Grounds Sanitary Conditions:	Photo (✓)		Yes (✓)	No (✓)	N/A (✓)
If garbage or debris is present, is it: briefly, or is disposal in accordance with WMA Regulations?					
If Hazardous materials are present: Is use conducted in accordance with WMA Regulations?					
Is disposal conducted in accordance with WMA Regulations?					

PART III: VIOLATIONS

Violations	Photo (✓)	Lease Provision	Yes (✓)	No (✓)	N/A (✓)
Failure to present:					
Current Business License (must be posted)		Paragraph 11.03 - Compliance with laws			
Trade Name Registration (must be posted)		Paragraph 11.03 - Compliance with laws			
Fire Safety Certificate		Paragraph 11.03 - Compliance with laws			
DOH Food Handler Permit		Paragraph 11.03 - Compliance with laws			
DPNR Special Waste Permit (Biohazard)		Paragraph 11.03 - Compliance with laws			
DPNR Air Pollution Permit (Standby Generator)		Paragraph 11.03 - Compliance with laws			
DPNR Air Pollution Permit (Industrial Dryers)		Paragraph 11.03 - Compliance with laws			
DPNR Air Pollution Permit (Mechanic Shop w/spray booth)		Paragraph 11.03 - Compliance with laws			
DPNR Used Oil Permit		Paragraph 11.03 - Compliance with laws			
DPNR/WMA Waste Tire Permit		Paragraph 11.03 - Compliance with laws			
Other:					

Environmental Faults:					
Oil spill		Paragraph 4.01 - Improvements and Paragraph 11.03 - Compliance with laws			
Sewer		Paragraph 4.01 - Improvements and Paragraph 11.03 - Compliance with laws			
Improper Vehicle Storage		Paragraph 4.01 - Improvements and Paragraph 11.03 - Compliance with laws			
Improper Storage of Used Tires		Paragraph 11.03 - Compliance with laws			
Garbage or Debris		Paragraph 4.01 - Improvements and Paragraph 11.03 - Compliance with laws			
Other:					

Violations (...continued)	Photo (✓)	Lease Provision	Yes (✓)	No (✓)	N/A (✓)
Building Maintenance/Construction/Structures:					
Unauthorized use of Property		Paragraph 1.02 - Permitted Use			
Failure to make improvements		Article IV - Improvements			
Unauthorized structure		Article IV - Improvements			
Broken windows/doors		Paragraph 4.05 - Repairs by Lessee			
Other:					

Landscaping/Beautification:					
Overgrown vegetation		Paragraph 4.01 - Improvement			
Paint needed		Paragraph 4.01 – Improvements and Paragraph 4.05 - Repairs by Lessee			
Other:					

MEMORANDUM (If needed)

Inspector: _____
(Print Name)

(Sign)

(Date)