



RETAIL PROPERTY - CHECKLIST

Select (circle one): **Sales/Leasing/Property Management**

DATE:

PROPERTY OWNER & CONTACT:

NAME OF PROPERTY:

ADDRESS OF PROPERTY:

Tenancy Schedule Sourced:

- Tenant contacts/names
- Anchor tenants (type and number)
- Specialty tenants (type and number)
- Gross Lettable area
- Net Lettable area
- Outgoings (history and actual)
- Lease detail + check actual leases
- Leased areas & licenced areas
- Actual Rentals (net/gross/face/effective) + budget
- Rent reviews (current and future) – types + timing
- Options (when and how by tenant and premises)
- Market rents – by comparison to actual rents paid
- Incentives – existing and outstanding
- Vacancies – existing and upcoming
- Make good requirements
- Comparable properties

1. PROPERTY ENTRANCES:

- Boundaries

- Entrances
 - Roads

 - Doors

 - Gates

- Gardens

- Signage

- Security

- Lighting

- Cleaning

- Car Parking – Customers Staff

- Other

2. ASSESS TENANCY MIX

- **Customer Profiles**

- Age
- Demographic
- Shopping Patterns
- Customer growth potential

- **Anchor Tenants**

- Supermarkets
- Discount Stores
- Department Stores
- Other

- **Specialty Tenants**

- **Tenancy Clusters**

- **Jewellery**
- **Liquor**
- **Legal**
- **Music**

- **Pharmacies**

- **Food hall**

- Takeaway

- By type

- Dine in

- By type

- Franchises

- By type

- Fresh food

- Bread

- Meat

- Poultry

- Fruit and Vegetables

- Other

- Popups

- **Fashion**

- Male

- Female

- Childrens
- Sport
- Accessories
- Hire
- Mixed
- **Entertainment**
- **Toys/Hobbies**
- **Electrical & Whitegoods**
- **Computers/IT**
- **Communications/Mobiles**
- **Sports and Fitness**
 - Gyms
 - Massage
- **Travel**
- **Bags and Luggage**
- **Homewares/Lifestyle**
- **Hairdressers/Beauty**
- **Service Tenants**

- Dry cleaning
- Key cutting
- Shoe repairs
- Car wash
- Legal services
- Accounting services
- Taxation services
- JP services
- Financial services
- Mail services
- Valet parking
- Concierge

- **Franchise Brands**

- Lease compliance
- Location

- **Other tenant types (not listed)**

- **Medical and Allied Health**

- Dental

- GPs
- Xray and Pathology
- Optical
- Pharmacies
- Physio
- Other

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3. ASSESS COMMON AREAS

- Mall frontage
- Mall walkways
- Doorways
 - Counters
 - Lighting
 - Security
 - Signage
- Directory boards
- Advertising boards
- Mall lighting
- Mall security
- Mall fire prevention systems and equipment
- Water Fountains
- Seating
- Rubbish bins
- Common area stages

- Toilets
 - Male
 - Female
 - Parents Rooms
 - Cleaning
- Common Area Cleaning
- Common Area Lighting
- Common Area Security
 - Guards and Patrols
 - Alarms
 - Lighting
- Car Park
 - Signage
 - Lighting
 - Security
 - Boom gates
 - Line marking
- Taxi Rank

- Signage
- Use
- Control
- Bus Rank
 - Signage
 - Use
 - Control
- Fire Protection
 - Signage
 - Emergency signs
 - Emergency lighting
 - Equipment
 - Alarms
 - Hydrants
 - Extinguishers
 - Lighting
 - Other
 - Compliance

- Maintenance
- Training
 - Staff
 - Tenants
 - Compliance
- Electrical
 - Switchboards
 - Testing and maintenance
- Plant Rooms
 - Essential plant and equipment
- Garbage Collection and Removal
- Sewer/Drainage
- Music / Public Address
- Garden Areas
- Promotion and Stage Areas
- On-site Management Office
- Concierge booth
- Cleaning staff office

- Security staff office

- As built drawings

- Marketing Plan
 - Tenants

 - Property

 - Seasonal marketing

 - Budget

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4. ASSESS INDIVIDUAL SHOPS

(Use this for EACH tenancy)

SHOP NUMBER:

SHOP NAME & TYPE:

SHOP CONTACT:

SHOP INSPECTION:

- Lease documentation:
 - Licenced areas
 - Leased areas
 - Plans
 - Approvals
 - Permitted uses
 - Occupancy compliance
 - Maintenance
 - Fire safety
 - Exits
 - Entrances
 - Emergency lighting

- Training
 - Security
 - Doors and locks
 - Keys and security passes
 - Alarms
 - Lighting
 - Contacts - emergency
 - Lighting
 - Drainage
 - Water supply
- Makegood
 - Signage - external
 - Awning/Shop Fronts
 - Exterior presentation
 - Exterior glass
 - Exterior lighting
 - Entrance doorways
- Locks & security

- Lighting
- Floor surfaces
- Wall surfaces
- Ceiling surfaces and grid
- Roof/awning
- Air Conditioning
- Security – shop/premises
- Lighting – shop/premises
- Electrical installations
 - Appliances
 - Switchboard(s)

5. NOTES:

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IMPORTANT INFORMATION

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