



# 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
- Lease detail
- Leased areas
- Licenced areas
- Actual Rentals (net/gross/face/effective)
- Rent reviews
- Options
- Make good requirements
- Market rents
- Incentives
- Vacancies
- 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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