

Commercial Property Audit Form

Company Name.....
Contact Name.....
Telephone.....
Fax.....
Email.....

A form should be completed for each property owned or otherwise used by the Company

1. Property address:
2. Is the Property an investment property or a trading property?
3. Do you own the freehold or lease the Property?
4. Where are the Title Deeds?
5. Is the Property mortgaged?
6. Does the property have the use of any of the following?
 - a) Car Parking
 - b) Access or other shared facilities. If so, which?
7. If leased:
 - a) When was the lease granted?
 - b) How much of the lease is there remaining?
 - c) Do you have any rights to renew or extend your lease?
 - d) is there a break clause giving you or your landlord the right to end the lease early?
 - e) if so, when?
 - f) When was the rent last reviewed?
 - g) Are there any further reviews to come and, if so, when?
 - h) Does the Property comprise the whole of a building or only part of it?
 - i) Does the Property form part of a wider estate or group of properties?
 - j) Is there anyone guaranteeing your Company's obligations under the lease?
 - k) Is the Property in repair?
 - l) Is there a schedule of condition limiting your repairing obligations under the lease?
 - m) What is the current rent?
Amount £..... per annum
 - n) Is there a service charge or insurance rent?
Amount £.....
 - o) What are the Landlord's obligations?
8. Do you permit a third party to occupy these premises or part of them?
9. If so, is the occupation by way of:
 - a) a lease
 - b) a licence
 - c) some other informal arrangement?
10. If the property or a part of it is occupied by a third party:
 - a) What is the name of the third party occupier?
 - b) What is the date of the occupation agreement?
 - c) How much of the term of occupation is there remaining?
 - d) does the occupier have security of tenure?
 - e) is there a break clause giving you or the occupier the right to end the agreement early?
if so, when?

- f) When was the rent last reviewed?
- g) Are there any further reviews to come and, if so, when?
- h) Is there anyone guaranteeing the occupier's obligations?
- i) Is the property in repair?
- j) Is there a schedule of condition limiting the occupier's repairing obligations?
- k) What is the current rent?

Amount £..... per annum

- l) Is there a service charge or insurance rent?
Amount £.....
- m) Does the occupier itself permit a third party to occupy these premises?
- n) If so, is that occupation by way of:
 - i) a lease
 - ii) a licence
 - iii) some other informal arrangement?

NB. Answers should be given for each third party occupier

- 11. If the property is occupied in whole or in part by a third party:
 - a) Will you require to use the property for your own purposes in the future?
 - b) If so, when?
- 12. What are your plans for the property over the next:
 - a) 3 years
 - b) 5 years
 - c) 10 years?
- 13. Are you aware of any plans of third parties which may affect the premises and your use of them?
- 14. How old is the Property?
- 15. Does it suffer from any structural problems such as flooding, subsidence, asbestos?
- 16. Do you have a structural survey or environmental report for the Property?
- 17. Are there any other matters which affect or may affect the suitability of the Property for the purposes of your business?

Signed:.....

Date.....

Return to: Geoffrey Cotterill Brethertons LLP Strathmore House Waterperry Court Middleton Road Banbury OX16 4QD (Tel: 01295 661437 / Fax: 01295 257580)

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