

Vacancy Check List
Suite _____

Initial When
Completed

Our goal is to make the units presentable to potential tenants.
We do not want their first impression of us to be negative.

- _____ 1) Verify that Kelly has an accurate floor plan in her leasing folder.
If she does not - (*hand draw*) - measure the suite and fax the dimensions to Ben at (702) 737-0361

- _____ 2) Place a vacancy flyer in the window stating office and warehouse square footages

- _____ 3) Make 2 copies of the key to the entry door
1 for the Broker key chain
1 for the office vacancy chain

- _____ 4) Clean the windows - both sides!

- _____ 5) If the blinds are broken and we will need to replace them; remove and dispose of them.

- _____ 6) Clean the bathroom / provide one roll of toilet paper, bar of soap and one roll of paper towels for each bathroom.

- _____ 7) Vacuum the carpet — if the carpet is ruined; please rip out!

- _____ 8) Make sure there are at least 10 color property brochures in the big “For Lease” sign at each property.

- _____ 9) Provide an inexpensive door mat for the entry way

- _____ 10) Take one picture of the front door from about 10-15 feet away and email it to bensuper@superrealty.net — (make sure the vacancy flyer in #2 is showing)

Approved by:

Earl Wallace

Dated

After it is approved by Earl Wallace Fax it Back to Ben Super (702) 737-0361