

LEGAL NAME OF LANDLORD				POSSESSION DATE
Shared Work Space Inc.				
LANDLORD'S ADDRESS FOR SERVICE				INSPECTION DATE
LEGAL NAME OF TENANT				MOVE-OUT DATE
LAST AND FIRST NAME				DAY/MONTH/YEAR
ADDRESS OF RENTAL UNIT				INSPECTION DATE
UNIT #	STREET NUMBER AND NAME	CITY	POSTAL CODE	DAY/MONTH/YEAR

GENERAL

- Inspect space leased and discuss dimensions
- Demonstrate cleaning procedures and garbage disposal sites
- Demonstrate lighting and energy conservation techniques
- Electrical consumption and power plug use
- Explain temperature regulation (15 degree celsius warehouse)
- Keep the common areas clear of all items
- Demonstrate bay door functions and loading ramp operation
- Test alarm system activation and deactivation codes
- Demonstrate door access and lock up procedures
- Point out emergency contact numbers and emergency phone use
- Demonstrate pump truck use and safety procedures
- Emergency meeting point

SPECIFIC (if applicable)

- Demonstrate WIFI access and setup
- Demonstrate Phone access and setup
- Demonstrate recycling bin use
- Demonstrate delivery waybill fill out and drop off + web portal

INSPECTION

- Dock door #1
- Dock door #2
- Entry door
- Walls of Rental Unit
- Floors of Rental Unit
- Basic dolly
- Dolly
- Pump truck

Condition Codes

- In Good Condition
- Fixing Required
- As is (no fixing)
- Not Applicable

Alarm Password: _____ Keys: LOCATION, CODE, and NUMBER OF KEYS

NOTES:

By signing below, I acknowledge that all the above procedures have been explained to me and that I am in an agreement with them all. Furthermore I acknowledge that violation of such policies may result in my lease termination.

LANDLORD SIGNATURE X

TENANT SIGNATURE X

