

ACCEPTANCE OF LEASED PREMISES AND/OR RENOVATIONS INSPECTION REPORT

LESSOR: _____
(NAME)

(STREET) (CITY) (COUNTY)

LOCATION: _____
(STREET) (CITY) (COUNTY)

USING AGENCY: _____
(DEPARTMENT) (BUREAU)

This is to certify that I have visually inspected the above premises on _____ (DATE)
and find that the premises are built and/or renovated in accordance with the requirements of
Lease _____ ,
(LEASE #)

- with the exception of the following items:
1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____

(Additional items on attached sheet, if necessary)

The _____ (USING AGENCY) hereby accepts the above premises for occupancy
effective _____ (ACCEPTANCE DATE) and approves the _____ New Construction _____ Renovations

excepting the above items numbered _____
Further, _____ (USING AGENCY) agrees that _____ (ACCEPTANCE DATE)

is to be the effective date of occupancy; that the rental for the above mentioned property shall commence on that
date, that the lease term, upon the execution of this document by all parties, shall extend for _____ years
from the acceptance date; with any option terms provided for in the lease being adjusted accordingly.

(USING AGENCY'S REPRESENTATIVE)

(TITLE)

(USING AGENCY)

I understand and agree to the foregoing and I certify, as lessor of the above referenced premises, that
completion of the excepted items as stated herein shall be no later than _____. I also acknowledge
and agree that, should I fail to complete any of those items within the above time frame, then the (USING
AGENCY) _____ may at its discretion withhold rental payments.
I hereby agree to the adjustment in the lease and option terms described above.

(LESSOR)

Copy to DGS _____
DATE
Copy to Treasury _____
DATE