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| **RESIDUAL MALLS****INSPECTION CHECKLIST****Inspections should be carried out in accordance with the Valuation Office Agency Code of Practice.** |
| **Occupier/ Name of establishment**  |    |
| **Address including postcode**  |    |
| **Number of shops in centre**   |      |
| **Location of commercialisation/events space –**Internal, external or both.  Note where on the mall site they are located. Note anything that is present on a permanent basis, so it is **not**included in the residual mall. (This may require an assessment in its own right)  |   |
| **Types of commercialisations available** – For example: parcel lockers, photo booths, temporary kiosks, car sales, promotional space, events space, seasonal attractions/activities, charity collections, vending machines, ATM’s.   |   |
| **Advertising Rights –**Any run by the centre?  Note details if so, for example, digital or paper, size etc.   |    |
| **Photographs** – location of space and types of commercialisations.  |    |
|   |   |   |   |   |   |
|   | **Receipts information for commercialisation** **-** Request last 3 years of gross receipts for appropriate rating list year.  |    |
|   | **Copies of agreements –**Request copies of any agreements.   |   |
|   | **General remarks**  |           |
|   | **Date of survey**  |    | **Survey by:**  |    |