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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:** |  | | | |