

**ACCEPTANCE OF LEASED PREMISES AND/OR RENOVATIONS
INSPECTION REPORT-EXHIBIT “ _____ ”**

LEASE #: _____ **FRE:** _____ **USING AGENCY:** _____ **COUNTY:** _____
(DEPARTMENT/BUREAU)

LESSOR: _____
(COMPANY NAME)

LOCATION of LEASED PREMISES: _____
(STREET ADDRESS) (CITY)

☐ New Lease/New Construction ☐ Amendment # _____ ☐ Change Order # _____

USING AGENCY

INSPECTED BY: _____
(PLEASE PRINT) AUTHORIZED USING AGENCY REPRESENTATIVE NAME and TITLE SIGNATURE

DATE OF INSPECTION _____, 20____ **DATE OF OCCUPANCY** _____, 20____
(Commencement Date)

It is recommended that the Commencement Date is the 1st or the 15th of the month following the inspection date.

Occupancy and rental payments shall begin on the Date of Occupancy/Commencement Date with the Lease term and any option terms being adjusted accordingly, unless stated otherwise in the Lease.

The premises have been visually inspected and appear to be built and/or renovated in accordance with the requirements of the lease referenced above, with the exception of the following items:

Visual inspection only. Acceptance does not certify that all building systems and construction are in conformance with lease specifications.

1. _____
2. _____
3. _____
4. _____
5. _____

Date Sent to DGS ____/____/____ **Date Sent to Treasury** ____/____/____ **Date Sent to Comptroller** ____/____/____
(from Agency to DGS) (from DGS to Treasury) (from DGS to Comptroller)

LESSOR

As lessor of the above referenced premises, I understand and agree to the conditions above and I certify that the excepted items shall be completed no later than _____ days after the date of the inspection.

I also acknowledge and agree that should I fail to complete any of those items within the timeframe allotted, the using agency may withhold rental payments. I hereby agree to the adjustment in the lease terms as described above.

LESSOR NAME: _____ **LESSOR TITLE:** _____
(PLEASE PRINT)

LESSOR SIGNATURE: _____ **DATE:** _____, 20____

Department of General Services USE ONLY: DGS representative if on-site during inspection.

DGS/BRE Representative Name and Title: _____

Signature: _____ Date: ____/____/____

USER GUIDE

Completion and Submission of GSRE-42N

Acceptance of Leased Premises and/or Renovations Inspection Report

1. The “EXHIBIT” number must be the same as the Exhibit number attached in the Lease or Amendment.
 - For example: If the Lease or Amendment refers to the GSRE-42N as “Exhibit 1” that particular GSRE-42N must be used for Acceptance and Inspection.
2. Enter the Lease number, FRE number, Using Agency (may use the acronym or agency’s short name, such as “DOH”) and County where the property is located.
3. The Lessor's company name as it appears on the Lease or Amendment.
4. The address of the leased premises as it appears on the Lease or Amendment.
5. Select one box to indicate the type of inspection.
 - New Construction refers to a complete build-out.
 - Renovations refer to a project with upgrades or to prepare a new or existing location to meet agency guidelines and/or the requested Scope of Work.
6. Inspected by: The tenant agency representative's name , title and signature.
7. The date the inspection occurred.
8. The date the premises will be occupied. This is the date the Lease will Commence, and the rent will begin to be paid. **This date must be on the 1st of the month after the inspection or if necessary, the 15th of the month.**
9. If any items remain to be completed, those items should be few and of minimal value if accepting the premises for occupancy. These incomplete items must be tracked by the tenant agency with notification of full completion to the DGS Lease Contract Specialist (LCS) who prepared the Lease or Amendment.
10. The GSRE-42N must be forwarded to the DGS LCS as soon as possible after acceptance/ inspection. The tenant agency representative must enter the date the GSRE-42N is forward to DGS. DGS will enter the dates sent to Treasury and the comptroller.
11. The number of days, as agreed by the Lessor that it will take to complete the punch-list items. This should be the shortest time-frame possible. It is not recommended to extend this time-frame for more than 120 days unless there is a notable delay due to supply chain issues, etc.
 - The tenant agency must be aware that once they choose to occupy the premises and punch list items remain to be completed, any ongoing renovations may disrupt daily operations. If the incomplete punch list items compromise the requirements of the Lease specifications, a delay in tenancy is recommended. The Acceptance/Inspection may be rescheduled and/or DGS may be requested to complete the inspection at anytime and/or the tenant agency may delay the commencement date until those items have been completed.
12. The lessor signatory must sign, unless the lessor has an Agency Agreement in the lease file that authorizes an agent to sign on their behalf. The lessor or their agent must be verified as the documented, authorized signatory.