



Commercial Lease Audit & Compliance Checklist 2026

Lease Terms & Core Provisions Audit

Reviewing fundamental lease details including commencement dates, expiration, rent amounts, and renewal options to ensure accuracy against the master lease agreement.

Lease Identifier/Unit Number

Write something...

Lease Commencement Date

Enter date...

Lease Expiration Date

Enter date...

Base Monthly Rent Amount

Enter a number...

Renewal Option Status

- ☐ Option Active
- ☐ Option Expired
- ☐ No Option Available
- ☐ Under Negotiation

Key Provision Verifications

- ☐ Rent Escalation Clause Verified
- ☐ Holdover Provision Reviewed
- ☐ Renewal Notice Period Confirmed
- ☐ Termination Clause Audited

Discrepancy Notes

Write something...

Digital Lease Copy

 Upload File

Financial Obligations & Rent Verification

Verifying accurate calculation of Base Rent, CAM (Common Area Maintenance) charges, property taxes, insurance escalations, and late fee applications.

Rent Due Date

Enter date...

Monthly Base Rent Amount

Enter a number...

Annual Rent Escalation Percentage

Enter a number...

Included Additional Charges

- ☐ Common Area Maintenance (CAM)
- ☐ Property Taxes
- ☐ Building Insurance
- ☐ Utilities
- ☐ Parking Fees
- ☐ Cleaning Services

Rent Ledger Verification Document

 Upload File

Payment Method Status

- ☐ ACH/Auto-pay
- ☐ Check
- ☐ Wire Transfer
- ☐ Tenant Portal

Discrepancy Notes

Write something...

Operational Compliance & Use Clauses

Ensuring tenant operations align with permitted use clauses, signage regulations, operating hours, and permitted occupancy limits.

Permitted Use Alignment

- ☐ Fully Compliant
- ☐ Non-Compliant - Violation Detected
- ☐ Requires Investigation

Description of Observed Use Violation

Write something...

Observed Operational Violations

- ☐ Unauthorized Signage
- ☐ Operating Outside Permitted Hours
- ☐ Unauthorized Subletting/Occupancy
- ☐ Improper Waste Disposal
- ☐ Parking/Loading Dock Misuse

Date of Compliance Inspection

Enter date...

Supporting Evidence (Photos/Documents)

 Upload File

Auditor Acknowledgment

Maintenance & Repair Responsibilities

Confirming clear demarcation of responsibilities between landlord and tenant regarding HVAC, structural elements, plumbing, and exterior upkeep.

Responsibility Assignment

- ☐ Landlord Responsibility
- ☐ Tenant Responsibility
- ☐ Shared/Split Responsibility

HVAC System Maintenance Frequency

- ☐ Monthly
- ☐ Quarterly
- ☐ Bi-Annually
- ☐ Annually

Structural Element Maintenance Notes

Write something...

Description of Specific Repair Obligations

Write something...

Last Inspection Date

Enter date...

Maintenance Service Logs/Invoices



Upload File

Auditor Verification Signature

Insurance & Liability Verification

Auditing tenant certificates of insurance (COI) for required coverage limits, additional insured endorsements, and expiration date validity.

Certificate of Insurance (COI) Expiration Date

Enter date...

Required General Liability Coverage Amount (\$)

Enter a number...

Insurance Provider Status

- ☐ Active
- ☐ Expired
- ☐ Pending Renewal
- ☐ Non-Compliant

Required Coverages Verified

- ☐ General Liability
- ☐ Workers' Compensation
- ☐ Property Damage
- ☐ Umbrella/Excess Liability
- ☐ Automobile Liability

Upload Current Certificate of Insurance (COI)

 Upload File

Additional Insured Endorsement Notes

Write something...

Auditor Verification Signature

Subletting & Assignment Oversight

Reviewing all documented requests for sublease or assignment to ensure proper landlord consent and compliance with-pre-approval protocols.

Request Submission Date

Proposed Subtenant/Assignee Name

Type of Request

- ☐ Sublease
- ☐ Assignment

Required Approvals Obtained

- ☐ Legal Department Review
- ☐ Property Manager Approval
- ☐ Owner/Asset Manager Approval

Proposed Sublease/Assignment Agreement

 Upload File

New Tenant Financial Statements

 Upload File

Compliance Officer Verification

Estoppel Certificate & SNDA Review

Checking the status and accuracy of Estoppel Certificates and Subordination, Non-Disturbance, and Attornment agreements for financing compliance.

Estoppel Certificate Execution Date

Enter date...

Estoppel Certificate Status

- ☐ Pending Signature
- ☐ Received and Verified
- ☐ Rejected/Disputed

Verified Lease Provisions

- ☐ Rent Amount Accuracy
- ☐ Security Deposit Amount
- ☐ Lease Expiration Date
- ☐ Default Status Verification

Uploaded Estoppel Certificate Copy

 **Upload File**

Uploaded SNDA Agreement

 **Upload File**

Discrepancies or Notes Found During Audit

Write something...

Auditor Verification Signature

Documented Alterations & Tenant Improvements

Verifying that all tenant-led modifications have received proper written approval and that lien waivers are on file.

Date of Alteration Approval

Enter date...

Description of Tenant Improvement

Write something...

Approval Status

- ☐ Pending
- ☐ Approved
- ☐ Denied
- ☐ Under Review

Approved Blueprints/Schematics

 Upload File

Signed Alteration Agreement

 Upload File

Required Permits Obtained

- ☐ Building Permit
- ☐ Electrical Permit
- ☐ Plumbing Permit
- ☐ Fire Marshal Approval

Property Manager Verification

< Previous

> Next

✔ Finish

🔧 Generate Sample Report