PRE-TRADE CHECKLIST

It is a requirement that the following documents are received/paid prior to your tenancy opening.

BY TENANT

The following documents/invoices are to be supplied by the Tenant to the Landlord no later than 48 hours prior to opening date.

Lease Executed	RCVD	YES	NO
Public Liability insurance (PLI)	RCVD	YES	NO
Bank Guarantee	RCVD	YES	NO
Rent in Advance	RCVD	YES	NO
Category One costs	PAID	YES	NO
Design Review Fee	PAID	YES	NO
Major Defects	COMPLETE	YES	NO

BY SHOPFITTER

The following certificates are to be provided by the shopfitter/principal contractor no later than 48 hours prior to the proposed opening date.

Electrical certificate, incl emergency lighting, exit signs & stating compliance with Section J of the BCA	RCVD	YES	NO
Hydraulic certificate	N/A	YES	NO
Structural certificate (bulkheads, ceilings, signs, shopfronts, shelving to walls)	RCVD	YES	NO
Glazing certificate	RCVD	YES	NO
Fire Sprinkler certificate	RCVD	YES	NO
Mechanical certificate	RCVD	YES	NO
Gas installation certificate	N/A	YES	NO
Health Consent	N/A	YES	NO
Floor Slip Test Certification	N/A	YES	NO
Waterproof membrane installation certification	N/A	YES	NO
Certificate of Final Inspection (CFI) & or Occupancy Certificate (OC)	RCVD	YES	NO