



## Inspection Report for a Bed & Breakfast establishment

Motel: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_ Vers. 8

Vendor's Solicitor: \_\_\_\_\_ Phone: \_\_\_\_\_

Vendor's Accountant: \_\_\_\_\_ Phone: \_\_\_\_\_

Purchaser's Solicitor: \_\_\_\_\_ Phone: \_\_\_\_\_

Purchaser's Accountant: \_\_\_\_\_ Phone: \_\_\_\_\_

### Financial Issues:

#### BAS Statements for Year Ended:

	Qtr Ended	GST	Sales exc GST
1			
2			
3			
4			
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>

	Qtr Ended	GST	Sales exc GST
1			
2			
3			
4			
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>

#### Areas requiring explanation from P&L

#### Result:

1	1
2	2
3	3
4	4

### General Matters:

#### Details for Purchaser's Solicitor:

- Existing Survey:
- Existing Building & Pest Reports:
- Council Building Approvals, inc. Pool:
- Restrictive Covenants: (Distance & Period of Restriction)
- Training Period by Owners:
- Staff Details - Perm/Casual - Holiday & long service Adj:
- Are there any Workers Comp claims pending?
- Transfer of Liquor Licence:
- Value of Stock:
- Any leases on plant: ( Usually paid out on completion)
- Chain details and contacts:
- UCV for Land Tax calculation:
- Name Guarantees if Company:
- Copy of Business name certificate:
- Confirmation, stock is in addition to price:
- Any GST issues (Going concern compliance):
- Date of last AAA Inspection (Attached: Y/N )
- Price Apportionment **Sale Price** : \$
- Average room rate inc GST: \$
- Assessed Occupancy: %

#### Result:

#### Details for Vendor's Solicitor:

	1. Vendor's ABN: _____
	2. GST Issues: _____
	3. Single or Split Contracts: _____
	4. Copy of Business name: _____
	5. Location of Deeds: _____
	6. Long Service Leave: _____
	7. Assessed Settlement Date: _____
Y/N	
Y/N	
Now:	On Settlement:
	Date of Valuation: / /
1)	2)
Attached: Y/N	Reg'd No:
Y/N	
/ /	Points: Stars:
<b>Made up of:</b>	Goodwill: \$
	Plant Fixtures & Fittings: \$
	Food Stocks: As per stock take

**Details for Purchasers Solicitor:**

- 21. Inventory Prepared or Certified:
- 22. Lease Details: (Lessor is owner of property)
  - a) Lessor's option to purchase (usually 14 days):
  - b) Lessor's consent to transfer:
  - c) Lessor's consent to mortgage:
  - d) Lessor's mortgagor consent to transfer:
  - e) Purchaser's Financier:
  - f) Lessor's Mortgagor consent to Purch Mortgage:
  - g) Any prepayments requiring adjustment in lease:
- 23. List Phone/fax Numbers, Email & WEB:

**Title & Site Details Compliance:**

- 1. Site Area m2:
- 2. Access to Site ok:
- 3. Security Measures in Place?
- 4. Parking spaces comply:
- 5. Signage location, size & height:
- 6. Landscaping satisfactory:
- 7. Kerb & Guttering if not when:

**Current Building Compliance: (BCA)**

- 1. General Appearance of Building & Grounds:
- 2. Internal appearance & condition,(ref diligence rep)
- 3. Room Sizes:
- 4. Number of Rooms: [    ] Room Types:
- 5. Fire control, layout & egress paths:
- 6. Disabled access meets current requirements:
- 7. Gas Bottles meet requirements (date of issue):
- 8. External safety lighting requirements:
- 9.Safety handrail 1m height - 150mm space BCA'96:
- 10. Safety Glass Requirements AS1288:
- 11.Ventilation: (Window area to be 5%+ of floor area)
- 12. Acoustic Separation:(Rw: Weighted sound reduction index)

**Insurance Risk Assessment:**

- Insurance Co.
- a) Meter had a box "hot spot test":
  - b) Smoke detectors in every room: (Hard Wired)
  - c) Fire Extinguishers tagged
  - d) Electrical cords tagged for staff use:
  - e) Condition of paths & steps:
  - f) Foliage and leaves in gutters:
  - g) Pool: Y/N Is there an electronic monitoring device
  - h) Swimming pool gate latches work properly:
  - i) Water Appearance:
  - j) Resuscitation Signs: Y/N g)Pool Depth Signs:
  - k) Pool Log in place:

**Result:**

Phone: .....	Fax: .....
Email: .....	Web: .....

**Result:**

	m2	Development Potential	Y/N
	Y/N	Reception Notation:	Room Advice & Lighting:
	Y/N	Motel Rooms:    Restaurant:	Conference Rooms:
		Who pays for construction?	

**Result:**

BCA: Building Code of Australia					
	m2	Exec Style:	m2	Family:	m2
Std Room:		Exec Style:		Suites:	Disabled:
		Room window opposite egress?		Illuminated Exit signs Y/N	
Y/N					
Y/N    Size & total capacity					
				No. of Floors:	
This may be enforced on major renovation					
Between units, public areas, hallways must not exceed Rw 50					

**Result:**

<b>Adjoining Area: Residential - Light/Heavy Industrial - Commercial - Rural</b>				
Y/N	Ext. Construction		Age	
Y/N	Partitions		No of floors	
Y/N	Roof		Frame	
Y/N	Ext. Sprinkler System	Y/N	Security Sys	
A to E	Fire Hose Reels	Y/N	Dead Locks	Window Y/N
Y/N	Fire Extinguishers No.			Doors Y/N
Y/N	Dry Chem.		<b>Kitchen</b>	Fire Blanket Y/N
Y/N	Capacity	Kg	Deep Fryer	Y/N
Y/N	Street Hydrants	m	Auto cut off	Y/N
Y/N	Town Water Supply	Y/N	Exh System	Y/N
Y/N	Water Pressure Sufficient	Y/N	Filters clean	Y/N

**General Detail:**

1. Year Motel was constructed:
2. Year current operators took possession:
3. Reason for selling:
4. Is there a Security Process in place?
5. Web Site Provider:
6. Hot Water System: Sola/Electricity/Gas/Oil
7. Water Pressure adequate:
8. Sewer Drainage and connections to sewer okay:
- 9 Drainage of Site: (Rain water)
10. Current Insurer/Broker: 1. General Insurance 2. W.C.
11. Premium payments yearly or monthly:
12. Stated wages submitted on W.C. Proposal

**WorkCover - OH&S & Dangerous Goods**

- a) Material Safety Data Sheets for chemicals:
- b) First Aid kit on the premises & location:
- c) Staff member appointed as safety officer:
- d) Written Risk/Occ Health manual in place:
- e) Sign advising duties & Insurance Co:
- f) Refer to general work cover compliance:
- f) Kitchen has HACCP procedures in place:
- g) Pool Compliance: ( Refer to Insurance Risk Ass)

**Health Department:**

- a) Kitchen (Last Council Inspection / / )  
Commercial or Domestic - S/Steel
- b) Laundry: Commercial/Domestic/Guest  
Sufficient Ventilation? Machines last serviced / /
- c) Restaurant/Conference Areas: Licensed Y/N

**Town Planning:**

- a) Any DA submissions for new motels/extensions:
- b) What are the permissible zonings:
- c) Ball park land value per m2

Finance:

- a) Provider:
- b) Mortgage Details:
- c) Preliminary Approach:
- d) 5 year - breakeven + cash flow submitted:
- e) Outcome:
- f) Do you require mortgage protection insurance?:

**Notes:** Reference to: A to E. A: Excellent B: Above Average C: Average D: Below Average E: Immediate Attention


**Result:**

	Front office system:
	Back office system:
Y/N	
Domain Name Provider:	
Water Exit Temperature	C. Age: Litre Capacity:
Y/N	If in doubt turn on about 6 upstairs shower recesses (Cold Water)
Y/N	Also look for leaks around base of toilet cistern & hand basin/vanity
1.	2. Premium \$ Due:
Yearly/Monthly	Preferred Expiry Date ...../.....
Actual: \$	Estimate: \$

**Result:**

Y/N	Dangerous Chemicals	Y Where - Pool Chemicals
Y/N		
Y/N	Flammable Liquids	Y Where
Y/N		Mower Fuel only 4L
Y/N	Waste Disposal Set up	
Stairways, Work Areas, Ventilation, Lighting, Equipment & Grounds..		
Y/N		
Y/N		

**Result:**

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Check Floor Drainage:	Condition of Floor:
Floor Drainage?	
Restaurant Seating:	Conference Seating:

**Result:**

Y/N			
\$	per square metre	UCV:	Area:

**Result:**

Y/N	
Y/N	
Y/N	