EMPIRICAL
PROPERTY OPERATIONS

Sample Audit Package

WHAT EVERY CLIENT RECEIVES AFTER EVERY COMPLIANCE VISIT

SAMPLE REPORT



Cypress Pointe Business Center

2200 Cypress Pointe Boulevard, Sample City, Florida 34200 | Three two-story medical office buildings | About 8 acres

PREPARED FOR	Asset Manager, Sample Office Properties LLC
VISIT	November 13, 2026	Visit 1 of 2, year-one program
PROGRAM	Roof drainage maintenance, Five-Point Exterior Audit and Property-Wide Audit
RELEASED	November 16, 2026, after main office review

Three reports, every visit

REPORT	WHAT IT COVERS	PER VISIT	IN THIS SAMPLE
1 Building Audit Report	Maintenance performed and the Five-Point Exterior Audit for one building, with its full photo record	3 reports: Buildings A, B and C	Building B
2 Property-Wide Audit Report	Parking, drives, walkways, landscaping and common areas, with the site map and every finding located	1 report	Complete
3 Property Condition Report	The overall summary: site map, every building at a glance, open items and the record	1 report	Complete

About this sample. This sample report is for illustration only. Property names, addresses, tenants and signage are fictional, and photographs have been edited for privacy. This is not a report on any client property.

EXECUTIVE SUMMARY

Cypress Pointe Business Center: Visit of November 13, 2026

All three buildings were audited on the five points of the Empirical Five-Point Exterior Audit, and the parking fields, drives, walks, dumpster enclosures, both retention pond edges and landscaping were audited under the Property-Wide Audit. **The buildings are in sound condition: all 15 building checkpoints rated Optimal.** Two grounds items were recorded, both away from the buildings.

0	1	1	22
IMMEDIATE	MODERATE	LIGHT	OPTIMAL
reported on site, same day	address within 45 days	worth noting; can wait	checkpoints in good condition

What needs attention

PIN	RATING	FINDING	WHY IT MATTERS	DETAIL IN
1	MODERATE	Asphalt broken out around a storm inlet, north end of the main drive aisle	The broken edge is a trip and tire hazard, and water entering the gap undermines the base around the inlet. Left alone, a patch becomes a full inlet-collar and pavement repair.	Property-Wide Report
2	LIGHT	Loose lumber, metal stakes and bottles behind the dumpster enclosure by the pond	Housekeeping item. Loose boards and stakes can become wind-borne debris in a storm.	Property-Wide Report

Portfolio view

AREA	RATING	SUMMARY
Building A (northwest)	OPTIMAL	All five points Optimal.
Building B (center-east)	OPTIMAL	All five points Optimal. Full report and photo record in this sample.
Building C (south, on the boulevard)	OPTIMAL	All five points Optimal.
Roof drainage (all three buildings)	OPTIMAL	Roof drains cleared and confirmed draining at all three buildings. Proof of maintenance in the Building B report.
Parking, drives and storm inlets	MODERATE	One inlet collar with broken asphalt (Pin 1). Other inlets and pavement sound.
Dumpster enclosures (3)	LIGHT	Gates and panels intact; loose debris behind the enclosure by the pond (Pin 2).
Retention ponds (2), walks, landscaping, lighting	OPTIMAL	In good order.

What happens next

Pin 1: courtesy reminder on **December 28, 2026** (45 days). Pin 2: rechecked at the next visit. At every visit, each open item is rephotographed from the same position and recorded as Resolved or Open, building the property's dated maintenance record for insurance renewals, claims and capital planning. Next scheduled visit: **May 2027**.

How we rate. Empirical works as part of your team, not as a vendor building a punch list. Well-maintained means protected from risk and liability and kept appealing for tenant retention. It does not mean every surface looks new. Cosmetic wear that poses no risk is rated Optimal, with a short note when we see it, and is rechecked every visit. We raise an item only when it carries real risk: injury, water entry, storm or structural damage, or a larger repair later.

About this sample. This sample report is for illustration only. Property names, addresses, tenants and signage are fictional, and photographs have been edited for privacy. This is not a report on any client property.

REPORT 1 OF 3

Building Audit Report

Building B | Two-story medical office building | Visit of November 13, 2026

CONDITION
Optimal
All five points in good condition

PROPERTY	Cypress Pointe Business Center
BUILDING	Building B of 3 office buildings
VISIT	November 13, 2026, 7:25 AM to 7:45 AM (Building B)
REPORT	EPO-2026-CPB-1113-B02
RELEASED	November 16, 2026, after main office review



Building B on the site map (Map A in the Property Condition Report)

Building profile

STORIES	USE	ROOF	DRAINAGE	WALLS	DISTANCE AROUND
Two	Medical office, multi-tenant	Metal perimeter roof over a low-slope center	No exterior gutters; roof sheds at the eaves	Stucco over a split-face block base	About 600 feet

Five-Point Exterior Audit

POINT	RATING	WHAT WAS OBSERVED
1 Roof Barrier	OPTIMAL	Metal perimeter roof and eave trim straight and secure on all four sides; no lifted, loose or missing panels or trim observed from the ground. Low-slope center section not accessed this visit.
2 Water Drainage System	OPTIMAL	No exterior gutters. Drip edges intact; no staining, overflow marks or washout at grade below the eaves. Splash areas and landscape beds drain away from the walls.
3 Building Envelope	OPTIMAL	Stucco, trim bands and split-face base sound; no cracks, spalling or open joints observed. Meter banks, wall packs and service boxes intact and closed.
4 Fenestrations	OPTIMAL	Ribbon windows, frames and entry storefronts intact on both floors; no cracked glass or failed seals observed. Side entry door closes and latches.
5 Ground Assets	OPTIMAL	Walks level with no trip edges; bollards upright; landscape beds, shrubs and grade around the building in order.

Maintenance performed this visit

Low-slope center roof cleared at every drain, strainers cleared and reseated, rooftop unit condensate lines checked, and perimeter drip edges checked from the ground. Proof of maintenance follows.

PHOTO RECORD

Building B: Standard Photo Positions

Taken in walking order from the same positions every visit, so each later visit can be compared photo for photo with this one. Twelve of the positions are shown in this sample.



1 Front, center entry



2 Front-left corner



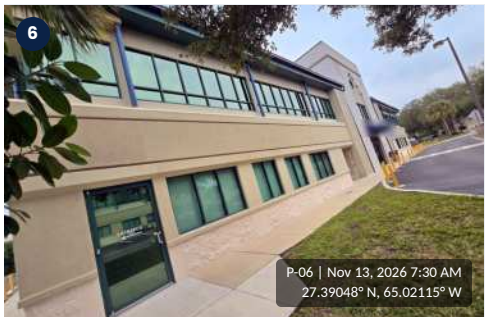
3 Front, right section



4 Front-right corner



5 Right side



6 Right side, side entry



7 Rear-right corner



8 Rear, center tower



9 Rear-left section



10 Left side



11 Side entry door



12 Ground-floor window detail

MAINTENANCE PERFORMED

Proof of Maintenance: Building B

The same roof drain, photographed before and after clearing from the same position. Clear roof drains are the first maintenance condition of most low-slope roof warranties.



Before: leaves, twigs and grit packed around the strainer at the parapet corner



After: strainer cleared and reseated; drain open; surface rinsed



Rooftop unit: surface rust on the housing only. Housing intact and protecting the equipment; no risk. Rated Optimal and rechecked each visit; escalated only if it worsens.

OUTLET	LOCATION	AFTER CLEARING
RD-1	Center roof, north	Open, draining
RD-2	Center roof, south	Open, draining
RD-3	Parapet corner, southeast	Open, draining
CL-1, CL-2	Rooftop unit condensate lines	Discharging at drains

Open items

PIN	ITEM	STATUS
—	None at Building B	—

Building B record

RECORD ELEMENT	DETAIL
Photos	Standard positions plus maintenance photos, each numbered, time-stamped and GPS-located at capture
Building history	Baseline visit for the year-one program. Every later visit is compared with this record.
Field team	Vetted, insured Empirical field partner, trained in the Empirical audit protocol
Main office review	Every rating reviewed and every photo checked against the standard positions before release

Scope of this report. This is a visual, observational audit of conditions visible from the ground, ladder positions and roof edges on the date of the visit. No drones, thermal imaging or testing equipment are used. It is not an engineering, code, roof, insurance or licensed trade inspection, and it does not predict future performance. It is provided in support of the property's maintenance records, insurance renewals, claims, roof warranty reviews and capital planning.

REVIEWED AND RELEASED BY	Main Office Review, Empirical Property Operations, LLC
REPORT REFERENCE	EPO-2026-CPB-1113-B02 | November 16, 2026

REPORT 2 OF 3

Property-Wide Audit Report

Parking, drives and common areas | Visit of November 13, 2026

CONDITION
Moderate
One item to address within 45 days

PROPERTY	Cypress Pointe Business Center, about 8 acres
VISIT	November 13, 2026, 7:25 AM to 7:45 AM
REPORT	EPO-2026-CPB-1113-PW
RELEASED	November 16, 2026, after main office review



Map A: site overview. Pin 1 and Pin 2 are the grounds findings in this report. Buildings are lettered A to C and keep the same letters every visit.

Area Ratings

AREA	RATING	WHAT WAS OBSERVED
Main entrance and monument sign	OPTIMAL	Entrance drive clear; monument sign, base and landscaping in good order.
Drives and parking	OPTIMAL	Pavement sound; striping, crosswalks and accessible stalls visible and in good order.
Storm inlets	MODERATE	Asphalt broken out around one inlet collar in the main drive aisle (Finding 1). Other inlets clear and sound.
Walkways and entries	OPTIMAL	Walks level with no trip edges; entry canopies and doors in good order.
Light poles (daylight check)	OPTIMAL	Poles, bases and fixtures intact; no visible damage.
Dumpster enclosures (3)	LIGHT	Panels and gates intact on all three; loose debris behind the enclosure by the pond (Finding 2).
Retention ponds (north and south)	OPTIMAL	Both banks stable and mowed; outfall structures clear; no erosion or washout observed.
Landscaping and trees near roof lines	OPTIMAL	Beds maintained; no limbs at or over the roof lines.
Mail kiosks and site signage	OPTIMAL	Upright, secure and readable.

PROPERTY-WIDE AUDIT

Grounds Findings

MODERATE — Asphalt broken out around a storm inlet, north end of the drive aisle

MAP PIN 1



Wide: main drive aisle, inlet in the travel lane



Close-up: broken and lifted asphalt at the inlet collar

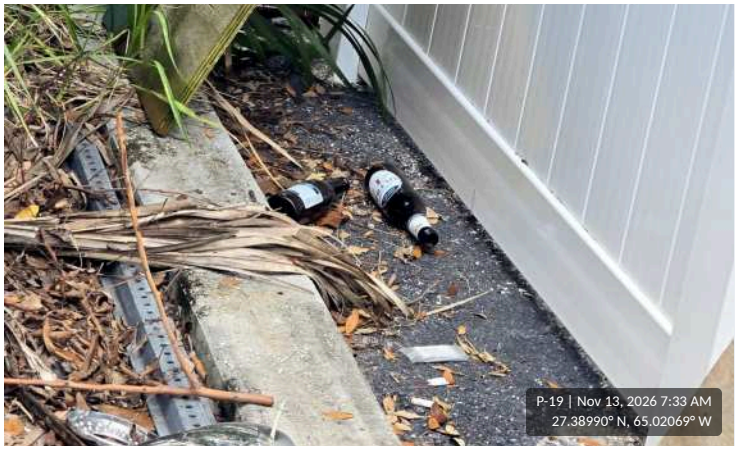
LOCATION	North end of the main drive aisle, north of Buildings A and B, storm inlet in the travel lane (Map A, Pin 1)
OBSERVED	Asphalt has cracked and broken away along one side of the concrete inlet collar, leaving an open gap and loose pieces about 2 to 3 inches deep. Cracking runs outward from the gap into the drive lane. A traffic cone had been placed at a second inlet farther down the aisle.
RECOMMENDATION	Saw-cut and patch the broken asphalt around the collar and seal the joint between the collar and the pavement. Check the second inlet at the same time. Work may be handled by your paving vendor or another vendor of your choice.
TIMING	Address within 45 days. Courtesy reminder December 28, 2026.

LIGHT — Loose debris behind the dumpster enclosure by the pond

MAP PIN 2



Wide: enclosure by the pond, east side of the lot



Close-up: boards, metal stakes and bottles along the enclosure wall

LOCATION	Dumpster enclosure between Buildings B and C, beside the retention pond (Map A, Pin 2)
OBSERVED	Loose lumber, metal stakes, pipe and glass bottles behind and beside the enclosure panels. Enclosure panels and gates intact.
RECOMMENDATION	Remove the debris at the next grounds service. Can be added to the next visit through Empirical.
TIMING	Plan into regular maintenance. Rechecked at the next visit.

PROPERTY-WIDE AUDIT

Grounds Photo Record



Entrance drive



Main drive aisle



Storm inlet, north end of the drive aisle



Dumpster enclosure by the south pond



North retention pond



South retention pond



Light pole and parking island



Mail kiosk

Grounds open items

PIN	ITEM	RATING	FIRST RECORDED	FOLLOW-UP	STATUS
1	Storm inlet, broken asphalt at the collar	MODERATE	Nov 13, 2026	Dec 28, 2026 (45 days)	Open
2	Debris behind the dumpster enclosure by the pond	LIGHT	Nov 13, 2026	Next visit	Open

Scope of this report. This is a visual, observational audit of conditions visible from the ground, ladder positions and roof edges on the date of the visit. No drones, thermal imaging or testing equipment are used. It is not an engineering, code, roof, insurance or licensed trade inspection, and it does not predict future performance. It is provided in support of the property's maintenance records, insurance renewals, claims, roof warranty reviews and capital planning.

REVIEWED AND RELEASED BY	Main Office Review, Empirical Property Operations, LLC
REPORT REFERENCE	EPO-2026-CPB-1113-PW	November 16, 2026

REPORT 3 OF 3

Property Condition Report

Overall summary for the property | Visit of November 13, 2026

CONDITION
Moderate
One grounds item within 45 days

0	1	1	22
IMMEDIATE	MODERATE	LIGHT	OPTIMAL
reported on site, same day	address within 45 days	worth noting; can wait	checkpoints in good condition

At a glance

MEASURE	THIS VISIT
Buildings audited	3 of 3: Buildings A, B and C; all three Optimal on all five points
Five-Point Exterior Audit	15 points rated across three buildings; 15 Optimal
Property-Wide Audit	9 areas rated; 7 Optimal, 1 Light, 1 Moderate
Maintenance performed	Roof drains cleared and confirmed draining at all three buildings
Photos recorded	66, each numbered, time-stamped and GPS-located at capture
Reports issued this visit	3 Building Audit Reports, 1 Property-Wide Audit Report, this Property Condition Report

Items for your attention

PIN	RATING	LOCATION	FINDING	DETAIL IN
1	MODERATE	North end of the main drive aisle, storm inlet	Asphalt broken out around the inlet collar	Property-Wide Report
2	LIGHT	Dumpster enclosure by the pond	Loose lumber, stakes and bottles behind the enclosure	Property-Wide Report

What happens next

Courtesy reminder on Pin 1 on **December 28, 2026** (45 days). At the next visit, every open item is rephotographed from the same position and recorded as Resolved or Open. Next scheduled visit: **May 2027**.

PROPERTY MAP

Site Overview and Finding Locations

Buildings are lettered A to C and keep the same letters every visit, so each finding can be traced across the property's multi-year record.



Map A. Pin 1: storm inlet, main drive aisle (Moderate). Pin 2: debris behind the dumpster enclosure by the pond (Light).

BUILDING CONDITION MATRIX

Every Building at a Glance

Each building is rated on all five points and has its own Building Audit Report with its full photo record.

BUILDING	ROOF	DRAIN	WALLS	W/D	GRND
Building A	●	●	●	●	●
Building B	●	●	●	●	●
Building C	●	●	●	●	●

Points: Roof Barrier, Water Drainage System, Building Envelope (walls), Fenestrations (W/D, windows and doors), Ground Assets at the building (Grnd).

RECORD AND CERTIFICATION

Open Items, Ratings and Record Details

Open items log

PIN	ITEM	RATING	FIRST RECORDED	FOLLOW-UP	STATUS
1	Storm inlet, broken asphalt at the collar	MODERATE	Nov 13, 2026	Dec 28, 2026 (45 days)	Open
2	Debris behind the dumpster enclosure by the pond	LIGHT	Nov 13, 2026	Next visit	Open

Resolved since last visit

This is the baseline visit for the year-one program. Future reports compare the property with this record and list every resolved item with before-and-after photos from the same position.

Rating definitions

RATING	MEANING	FOLLOW-UP
OPTIMAL	Normal condition and wear. No action needed.	None
LIGHT	Worth noting. Can wait.	Rechecked at the next visit
MODERATE	Should be handled soon to prevent a larger repair, or a storm or structural risk to address before it becomes a claim.	Courtesy reminder at 45 days
IMMEDIATE	Could cause injury or active water entry. Reported to the manager the same day.	Check-in within 7 days

How we rate. Empirical works as part of your team, not as a vendor building a punch list. Well-maintained means protected from risk and liability and kept appealing for tenant retention. It does not mean every surface looks new. Cosmetic wear that poses no risk is rated Optimal, with a short note when we see it, and is rechecked every visit. We raise an item only when it carries real risk: injury, water entry, storm or structural damage, or a larger repair later.

Record details

RECORD ELEMENT	DETAIL
Photo standard	At least 15 required photos per building from the same positions every visit, plus finding, maintenance and Property-Wide Audit photos; each numbered, dated, timed and GPS-located
Method	Visual observation from the ground, ladder positions and roof edges; no drones, thermal imaging or testing equipment
Site map	Building letters and finding pins match the property file and carry forward every visit
Field team	Vetted, insured Empirical field partner, trained in the Empirical audit protocol
Main office review	Every finding confirmed and every rating reviewed before release, November 16, 2026
Retention	Each visit is added to the property's multi-year condition record

Scope of this report. This is a visual, observational audit of conditions visible from the ground, ladder positions and roof edges on the date of the visit. No drones, thermal imaging or testing equipment are used. It is not an engineering, code, roof, insurance or licensed trade inspection, and it does not predict future performance. It is provided in support of the property's maintenance records, insurance renewals, claims, roof warranty reviews and capital planning.

REVIEWED AND RELEASED BY	Main Office Review, Empirical Property Operations, LLC
REPORT REFERENCE	EPO-2026-CPB-1113 | November 16, 2026

PHOTO LOG

Photo Reference Log

Every photo in this report carries a reference number, the date and time it was taken and its GPS position. Every reference photo in this report is retained in the client's secure Empirical Photo Archive and available on demand through the client portal. Scan the code to open the original photo files for this sample.

Sample archive: docs.empiricalpropertyops.com/archive/sample-office/



P-01 Building B, Front, center entry
Nov 13, 2026 7:28 AM | 27.39082° N, 65.02082° W



P-02 Building B, Front-left corner
Nov 13, 2026 7:29 AM | 27.39051° N, 65.02079° W



P-03 Building B, Front, right section
Nov 13, 2026 7:29 AM | 27.39051° N, 65.02079° W



P-04 Building B, Front-right corner
Nov 13, 2026 7:29 AM | 27.39051° N, 65.02079° W



P-05 Building B, Right side
Nov 13, 2026 7:30 AM | 27.39048° N, 65.02115° W



P-06 Building B, Right side, side entry
Nov 13, 2026 7:30 AM | 27.39048° N, 65.02115° W



P-07 Building B, Rear-right corner
Nov 13, 2026 7:30 AM | 27.39048° N, 65.02115° W



P-08 Building B, Rear, center tower
Nov 13, 2026 7:31 AM | 27.39013° N, 65.02123° W



P-09 Building B, Rear-left section
Nov 13, 2026 7:32 AM | 27.38992° N, 65.02093° W



P-10 Building B, Left side
Nov 13, 2026 7:32 AM | 27.38992° N, 65.02093° W



P-11 Building B, Side entry door
Nov 13, 2026 7:32 AM | 27.38992° N, 65.02093° W



P-12 Building B, Ground-floor window detail
Nov 13, 2026 7:32 AM | 27.38992° N, 65.02093° W



P-13 Building B roof drain before clearing
Nov 13, 2026 7:33 AM | 27.39022° N, 65.02092° W



P-14 Building B roof drain after clearing
Nov 13, 2026 7:38 AM | 27.39022° N, 65.02092° W



P-15 Rooftop unit and condensate line, Building B
Nov 13, 2026 7:40 AM | 27.39028° N, 65.02088° W



P-16 Wide: main drive aisle, inlet in the travel lane
Nov 13, 2026 7:45 AM | 27.39089° N, 65.02128° W
Map pin 1 | Finding 1 (Moderate)



P-17 Close-up: broken and lifted asphalt at the inlet collar
Nov 13, 2026 7:44 AM | 27.39089° N, 65.02128° W
Map pin 1 | Finding 1 (Moderate)



P-18 Wide: enclosure by the pond, east side of the lot
Nov 13, 2026 7:34 AM | 27.38990° N, 65.02069° W
Map pin 2 | Finding 2 (Light)

PHOTO LOG

Photo Reference Log (continued)



P-19 Close-up: boards, metal stakes and bottles along the enclosure wall
Nov 13, 2026 7:33 AM | 27.38990° N, 65.02069° W
Map pin 2 | Finding 2 (Light)



P-21 Main drive aisle
Nov 13, 2026 7:43 AM | 27.39050° N, 65.02132° W



P-23 Dumpster enclosure by the south pond
Nov 13, 2026 7:32 AM | 27.38992° N, 65.02093° W



P-25 South retention pond
Nov 13, 2026 7:33 AM | 27.38992° N, 65.02075° W



P-27 Mail kiosk
Nov 13, 2026 7:42 AM | 27.39017° N, 65.02120° W



P-20 Entrance drive
Nov 13, 2026 7:26 AM | 27.39164° N, 65.02100° W



P-22 Storm inlet, north end of the drive aisle
Nov 13, 2026 7:44 AM | 27.39090° N, 65.02129° W



P-24 North retention pond
Nov 13, 2026 7:27 AM | 27.39120° N, 65.02069° W



P-26 Light pole and parking island
Nov 13, 2026 7:34 AM | 27.38984° N, 65.02085° W