EMPIRICAL
PROPERTY OPERATIONS

Sample Audit Package

WHAT EVERY CLIENT RECEIVES AFTER EVERY COMPLIANCE VISIT

SAMPLE REPORT



Palmetto Crossing Shopping Center

4700 Palmetto Crossing Way, Sample City, Florida 34200 | Grocery-anchored center and one outparcel building | About 10 acres

PREPARED FOR	Asset Manager, Sample Retail Holdings LLC
VISIT	November 13, 2026	Visit 2 of 2, 2026 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 each building, with its photo record	2 reports: Main Building and Outparcel C	Both
2 Property-Wide Audit Report	Parking, drives, service areas, 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 and resolved items, 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

Palmetto Crossing Shopping Center: Visit of November 13, 2026

Both buildings were serviced and audited on the five points of the Empirical Five-Point Exterior Audit, and the parking field, drives, rear service court, loading dock, dumpster and compactor areas, retention lake edge and landscaping were audited under the Property-Wide Audit. **The property is in sound condition.** All ten building checkpoints rated Optimal, both items recorded at the last visit are now resolved, and one minor item was recorded this visit.

0	0	1	18	2
IMMEDIATE reported same day	MODERATE within 45 days	LIGHT can wait	OPTIMAL checkpoints sound	RESOLVED since last visit

What the owner gets from this visit

RESULT	DETAIL
Roof drainage cleared and confirmed open	Main Building roof drains cleared of leaves and grit and confirmed draining. Clear drains are the first condition of most low-slope roof warranties.
Two items closed since May	The lifted walkway slab behind Outparcel C was ground flush, and the open downspout outlet on the rear wall was fitted with a stainless extension. Both rephotographed from the same position.
No capital surprises	No Moderate or Immediate items. Nothing found that points to a near-term roof, drainage or pavement capital need.
A dated record	Every rating and photo is time-stamped and located, in support of insurance renewals, claims, roof warranty reviews and lender or buyer due diligence.

What needs attention

PIN	RATING	FINDING	WHY IT MATTERS	DETAIL IN
1	LIGHT	Dark algae staining on the wall below the pharmacy drive-thru service drawer, east end	Appearance only at the customer-facing drive-thru. No damage to the wall finish. A routine pressure wash clears it.	Property-Wide Report

What happens next

Pin 1 is rechecked at the next visit. Every open item is rephotographed from the same position at each visit and recorded as Resolved or Open, building the property's dated maintenance record. 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.

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REPORT 1 OF 3 | BUILDING 1 OF 2

Building Audit Report

Main Building | Grocery anchor and inline shops | Visit of November 13, 2026

CONDITION
Optimal
All five points in good condition

PROPERTY	Palmetto Crossing Shopping Center
BUILDING	Main Building: grocery anchor with pharmacy drive-thru, and an inline shop wing
VISIT	November 13, 2026, 8:21 AM to 8:41 AM
REPORT	EPO-2026-PCS-1113-B01
RELEASED	November 16, 2026, after main office review



The Main Building on Map A (Property Condition Report)

Building profile

STORIES	USE	ROOF	DRAINAGE	WALLS	DISTANCE AROUND
One	Grocery anchor and inline retail	Low-slope membrane; tile front canopy	4 interior roof drains; rear-wall downspouts	Painted stucco and block	About 1,900 feet

Five-Point Exterior Audit

POINT	RATING	WHAT WAS OBSERVED
1 Roof Barrier	OPTIMAL	Low-slope membrane roof walked at the drains and rooftop units: seams, flashings and curbs intact; no punctures, blisters or ponding beyond normal at the drains. Tile front canopy straight with no slipped or broken tiles observed.
2 Water Drainage System	OPTIMAL	Four roof drains cleared and confirmed draining. Rear-wall downspouts open and discharging to grade or splash blocks; new stainless extension in place at the former open outlet (Resolved).
3 Building Envelope	OPTIMAL	Stucco, trim bands and block walls sound on all four sides; no cracks, spalling or open joints observed. Meter banks, service panels and fire department connections intact and closed.
4 Fenestrations	OPTIMAL	Storefront glass, frames and entry doors intact across the shop line; rear service and receiving doors close and latch; drive-thru window and drawer intact.
5 Ground Assets	OPTIMAL	Walks and storefront pavers level; bollards upright; rear service court and loading dock clear of obstructions at the walls.

Maintenance performed this visit

Roof surface cleared at all four drains, strainers cleared and reseated, rooftop unit condensate lines checked, rear downspouts flushed and confirmed open. Proof of maintenance follows on the next page.

MAINTENANCE PERFORMED

Proof of Maintenance: Main Building

The same 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: strainer packed with leaves, twigs and a palm frond; water standing around the drain



After: strainer cleared and reseated; drain open and the area rinsed



Rooftop unit RTU-3: surface rust on the housing only; panels intact and closed; condensate line discharging at the drain. Rated Optimal and rechecked each visit.

OUTLET	LOCATION	AFTER CLEARING
RD-1	Roof, west half	Open, draining
RD-2	Roof, center	Open, draining
RD-3	Roof, anchor east	Open, draining
RD-4	Roof, anchor northeast	Open, draining
DS-1 to DS-5	Rear wall downspouts	Open; flushed
DS-6	Rear wall, receiving area	Open; new stainless extension (Resolved)

Work completed

ITEM	RESULT
Roof surface at drains	Leaves, twigs, grit and a palm frond removed around all four drains; strainers cleared and reseated
Downspouts	All six rear downspouts flushed from the roof and confirmed discharging at grade
Rooftop units	Condensate lines checked at each unit; housings and access panels closed
Debris	All debris bagged and removed from the roof; nothing left on site

PHOTO RECORD

Main Building: Standard Photo Positions

Taken in walking order from the same positions every visit, clockwise from the front-left corner: the west shop line, the rear service court and loading dock, the east end and the drive-thru. Each visit is compared photo for photo with the last.



1 Front-left corner, west shop line



2 West shop line, full length



3 West shop line, north section



4 Back-left corner



5 Rear, northwest corner



6 Rear meter bank, west



7 Rear service court, west



8 Rear service drive, looking east



9 Rear wall, west section



10 Rear service corridor



11 Rear meter bank, center



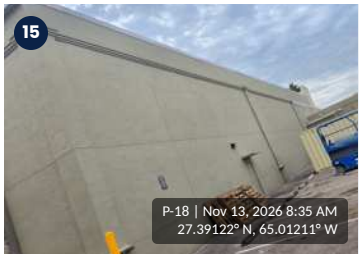
12 Dumpster enclosure, rear



13 Rear service court, center



14 Rear wall, center



15 Rear wall, center-east



16 Rear downspout and wall base

PHOTO RECORD

Main Building: Standard Photo Positions (continued)

Positions 17 to 26.



17 Loading ramp and railing



18 Loading dock and canopy



19 Generator pad



20 Receiving area



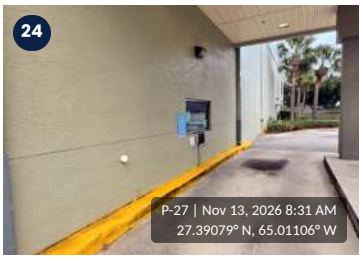
21 Rear, northeast section



22 Northeast corner



23 East end wall



24 Drive-thru lane



25 Drive-thru canopy



26 Southeast corner

REPORT 1 OF 3 | BUILDING 2 OF 2

Building Audit Report

Outparcel C | Multi-tenant retail building | Visit of November 13, 2026

CONDITION
Optimal
All five points in good condition

BUILDING	Outparcel C: single-story multi-tenant retail building, southwest corner of the property
VISIT	November 13, 2026, 8:16 AM to 8:21 AM
REPORT	EPO-2026-PCS-1113-B02

Five-Point Exterior Audit

POINT	RATING	WHAT WAS OBSERVED
1 Roof Barrier	OPTIMAL	Concrete tile roof straight with no slipped, cracked or missing tiles observed from the ground; eave trim and decorative brackets secure.
2 Water Drainage System	OPTIMAL	No exterior gutters; roof sheds at the eaves. No overflow staining or washout at grade; landscape beds drain away from the walls.
3 Building Envelope	OPTIMAL	Stucco, trim and base sound on all sides; meter bank and service boxes intact and closed.
4 Fenestrations	OPTIMAL	Storefronts, frames and rear service doors intact; no cracked glass observed.
5 Ground Assets	OPTIMAL	Walks level; the north walk slab ground flush since the last visit (Resolved). Railing, mailboxes and landscape beds in order.

Photo record



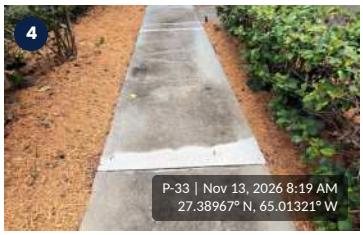
1 Southwest corner



2 West side, entry



3 North side



4 North walk (Resolved item)



5 Meter bank



6 Northeast corner



7 East side



8 South side, street front

REPORT 2 OF 3

Property-Wide Audit Report

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

CONDITION
Light
One minor item; two items resolved

PROPERTY	Palmetto Crossing Shopping Center, main parcel and Outparcel C
VISIT	November 13, 2026, 8:16 AM to 8:41 AM
REPORT	EPO-2026-PCS-1113-PW
RELEASED	November 16, 2026, after main office review



Map A: site overview. Pin 1 is this visit's finding; gray pins with a check mark are items resolved since the last visit. Shaded parcels are separately owned and outside this agreement.

Area Ratings

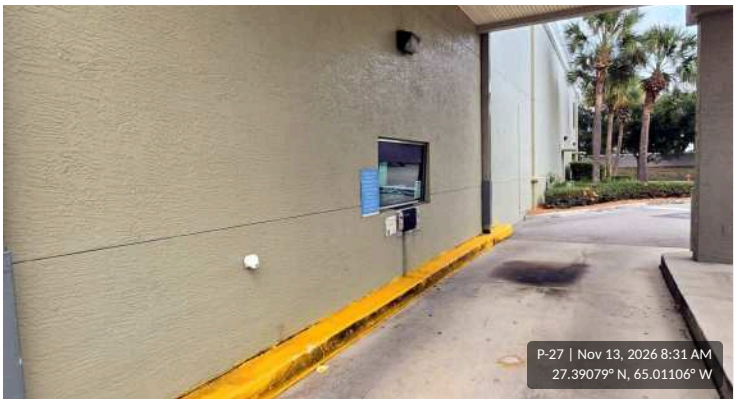
AREA	RATING	WHAT WAS OBSERVED
Entrances and site signage	OPTIMAL	Entrance drives clear; pylon and directory signs upright and secure.
Parking field and drive aisles	OPTIMAL	Pavement sound; striping, accessible stalls and wheel stops in good order.
Storm inlets	OPTIMAL	Inlets clear and collars sound.
Storefront walks and pavers	OPTIMAL	Level with no trip edges; the north walk at Outparcel C now flush (Resolved).
Pharmacy drive-thru	LIGHT	Algae staining on the wall below the service drawer (Finding 1).
Rear service court and loading dock	OPTIMAL	Dock, canopy and bollards intact; generator and compactor areas clear at the walls.
Dumpster enclosures and compactor	OPTIMAL	Panels and gates intact; pads clear.
Retention lake edge	OPTIMAL	Bank stable and mowed; no erosion or washout observed.
Landscaping and trees near roof lines	OPTIMAL	Beds maintained; no limbs at or over the roof lines.

PROPERTY-WIDE AUDIT

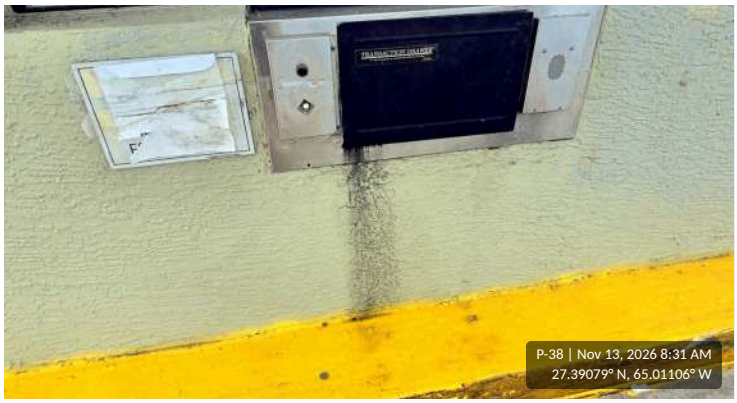
Findings and Resolved Items

LIGHT Algae staining below the pharmacy drive-thru service drawer

MAP PIN **1**



Wide: drive-thru lane at the east end of the Main Building



Close-up: dark streaking on the wall below the drawer

LOCATION	Main Building, east end, pharmacy drive-thru lane (Map A, Pin 1)
OBSERVED	Dark algae streaking on the painted wall below the drive-thru service drawer, where water runs off the drawer housing. Wall finish intact; no cracking or damage.
RECOMMENDATION	Pressure wash the wall section at the next grounds service. Can be added to the next visit through Empirical.
TIMING	Plan into regular maintenance. Rechecked at the next visit.

Resolved since last visit

RESOLVED Walkway slab ground flush, Outparcel C north walk



Recorded May 14, 2026: slab edge lifted at a joint, a trip edge on the walk to the service doors. **This visit:** edge ground flush; joint level. Same position as the original photo.

RESOLVED Stainless downspout extension installed, rear wall



Recorded May 14, 2026: lower downspout section missing; water discharging against the wall base. **This visit:** stainless extension installed, carrying water away from the wall.

PROPERTY-WIDE AUDIT

Grounds Photo Record



Drive-thru canopy and bollards



Loading dock and canopy



Generator pad, rear service court



Compactor



Dumpster enclosure



Rear meter bank



Mail kiosk, rear service court



Rear service drive and landscape buffer

Grounds open items

PIN	ITEM	RATING	FIRST RECORDED	FOLLOW-UP	STATUS
1	Algae staining below the drive-thru service drawer	LIGHT	Nov 13, 2026	Next visit	Open

Resolved since last visit

ITEM	FIRST RECORDED	RESOLVED	STATUS
Lifted walkway slab, Outparcel C north walk	May 14, 2026	Confirmed Nov 13, 2026	RESOLVED
Missing lower downspout section, rear wall DS-6	May 14, 2026	Confirmed Nov 13, 2026	RESOLVED

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-PCS-1113-PW	November 16, 2026

REPORT 3 OF 3

Property Condition Report

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

CONDITION
Light
Sound property; one minor item

0	0	1	18	2
IMMEDIATE reported same day	MODERATE within 45 days	LIGHT can wait	OPTIMAL checkpoints sound	RESOLVED since last visit

At a glance

MEASURE	THIS VISIT
Buildings serviced and audited	2 of 2: Main Building and Outparcel C; both Optimal on all five points
Maintenance performed	4 roof drains cleared and confirmed draining; 6 rear downspouts flushed; rooftop condensate lines checked
Property-Wide Audit	9 areas rated; 8 Optimal, 1 Light
Items resolved since last visit	2 of 2 items recorded in May 2026
Reports issued this visit	2 Building Audit Reports, 1 Property-Wide Audit Report, this Property Condition Report

Year over year

VISIT	MODERATE	LIGHT	RESOLVED AT THE FOLLOWING VISIT
Visit 1, May 14, 2026	0	2	Both, by November 13, 2026
Visit 2, November 13, 2026	0	1	Rechecked May 2027

What happens next

Pin 1 is rechecked at the next visit. At every visit, each 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 keep the same names every visit, so each item can be traced across the property's multi-year record.



Map A. Pin 1: algae staining below the drive-thru drawer (Light). Gray check pins: walkway slab at Outparcel C and rear downspout extension, both resolved since May 2026.

BUILDING CONDITION MATRIX

Every Building at a Glance

BUILDING	ROOF	DRAIN	WALLS	W/D	GRND
Main Building	●	●	●	●	●
Outparcel 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	Algae staining below the drive-thru service drawer	LIGHT	Nov 13, 2026	Next visit	Open

Resolved since last visit

ITEM	FIRST RECORDED	RESOLVED	STATUS
Lifted walkway slab, Outparcel C north walk	May 14, 2026	Confirmed Nov 13, 2026	RESOLVED
Missing lower downspout section, rear wall DS-6	May 14, 2026	Confirmed Nov 13, 2026	RESOLVED

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	Standard positions per building every visit, plus finding, maintenance and Property-Wide Audit photos; each photo numbered, dated, timed and GPS-located
Method	Visual observation from the ground, ladder positions and roof surfaces; no drones, thermal imaging or testing equipment
Site map	Building names 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-PCS-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-retail/



P-01 Roof drain RD-2 before clearing
Nov 13, 2026 8:27 AM | 27.39088° N, 65.01186° W



P-02 Roof drain RD-2 after clearing
Nov 13, 2026 8:33 AM | 27.39088° N, 65.01186° W



P-03 Rooftop unit and condensate line
Nov 13, 2026 8:35 AM | 27.39093° N, 65.01205° W



P-04 Main Building, front-left corner, west shop line
Nov 13, 2026 8:39 AM | 27.39112° N, 65.01292° W



P-05 Main Building, west shop line, full length
Nov 13, 2026 8:39 AM | 27.39112° N, 65.01292° W



P-06 Main Building, west shop line, north section
Nov 13, 2026 8:39 AM | 27.39112° N, 65.01292° W



P-07 Main Building, back-left corner
Nov 13, 2026 8:38 AM | 27.39107° N, 65.01247° W



P-08 Main Building, rear, northwest corner
Nov 13, 2026 8:38 AM | 27.39107° N, 65.01247° W



P-09 Main Building, rear meter bank, west
Nov 13, 2026 8:37 AM | 27.39083° N, 65.01232° W



P-10 Main Building, rear service court, west
Nov 13, 2026 8:37 AM | 27.39083° N, 65.01232° W



P-11 Main Building, rear service drive, looking east
Nov 13, 2026 8:37 AM | 27.39083° N, 65.01232° W



P-12 Main Building, rear wall, west section
Nov 13, 2026 8:37 AM | 27.39083° N, 65.01232° W



P-13 Main Building, rear service corridor
Nov 13, 2026 8:36 AM | 27.39089° N, 65.01215° W



P-14 Main Building, rear meter bank, center
Nov 13, 2026 8:36 AM | 27.39089° N, 65.01215° W



P-15 Main Building, dumpster enclosure, rear
Nov 13, 2026 8:36 AM | 27.39122° N, 65.01211° W



P-16 Main Building, rear service court, center
Nov 13, 2026 8:36 AM | 27.39122° N, 65.01211° W



P-17 Main Building, rear wall, center
Nov 13, 2026 8:35 AM | 27.39122° N, 65.01211° W



P-18 Main Building, rear wall, center-east
Nov 13, 2026 8:35 AM | 27.39122° N, 65.01211° W

PHOTO LOG

Photo Reference Log (continued)



P-19 Main Building, rear downspout and wall base
Nov 13, 2026 8:35 AM | 27.39120° N, 65.01163° W



P-20 Main Building, loading ramp and railing
Nov 13, 2026 8:35 AM | 27.39120° N, 65.01163° W



P-21 Main Building, loading dock and canopy
Nov 13, 2026 8:34 AM | 27.39118° N, 65.01158° W



P-22 Main Building, generator pad
Nov 13, 2026 8:33 AM | 27.39123° N, 65.01139° W



P-23 Main Building, receiving area
Nov 13, 2026 8:33 AM | 27.39134° N, 65.01135° W



P-24 Main Building, rear, northeast section
Nov 13, 2026 8:32 AM | 27.39117° N, 65.01105° W



P-25 Main Building, northeast corner
Nov 13, 2026 8:32 AM | 27.39117° N, 65.01103° W



P-26 Main Building, east end wall
Nov 13, 2026 8:31 AM | 27.39079° N, 65.01106° W



P-27 Main Building, drive-thru lane
Nov 13, 2026 8:31 AM | 27.39079° N, 65.01106° W
Map pin 1 | Finding 1 (Light)



P-28 Main Building, drive-thru canopy
Nov 13, 2026 8:30 AM | 27.39052° N, 65.01103° W



P-29 Main Building, southeast corner
Nov 13, 2026 8:30 AM | 27.39052° N, 65.01103° W



P-30 Southwest corner
Nov 13, 2026 8:18 AM | 27.38976° N, 65.01355° W



P-31 West side, entry
Nov 13, 2026 8:18 AM | 27.38976° N, 65.01355° W



P-32 North side
Nov 13, 2026 8:18 AM | 27.38976° N, 65.01355° W



P-33 North walk (Resolved item)
Nov 13, 2026 8:19 AM | 27.38967° N, 65.01321° W
Resolved since last visit



P-34 Meter bank
Nov 13, 2026 8:19 AM | 27.38967° N, 65.01321° W



P-35 Northeast corner
Nov 13, 2026 8:19 AM | 27.38967° N, 65.01321° W



P-36 East side
Nov 13, 2026 8:20 AM | 27.38968° N, 65.01290° W



P-37 South side, street front
Nov 13, 2026 8:20 AM | 27.38945° N, 65.01287° W



P-38 Close-up: staining below the service drawer
Nov 13, 2026 8:31 AM | 27.39079° N, 65.01106° W
Map pin 1 | Finding 1 (Light)



P-39 Rear wall downspout DS-6 with new stainless extension
Nov 13, 2026 8:35 AM | 27.39120° N, 65.01163° W
Resolved since last visit



P-40 Drive-thru canopy and bollards
Nov 13, 2026 8:31 AM | 27.39052° N, 65.01103° W

PHOTO LOG

Photo Reference Log (continued)



P-41 Compactor
Nov 13, 2026 8:32 AM | 27.39117° N, 65.01105° W



P-42 Dumpster enclosure
Nov 13, 2026 8:38 AM | 27.39083° N, 65.01232° W



P-43 Mail kiosk, rear service court
Nov 13, 2026 8:37 AM | 27.39083° N, 65.01232° W



P-44 Rear service drive and landscape buffer
Nov 13, 2026 8:33 AM | 27.39117° N, 65.01105° W