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Inspection Report for a Bed & Breakfast establishment

Motel: _____ Date of Inspection: _____ Vers. 7

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			
Total		\$0.00	\$0.00

	Qtr Ended	GST	Sales exc GST
1			
2			
3			
4			
Total		\$0.00	\$0.00

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:
Y/N	7. Assessed Settlement Date:
Y/N	
Now:	On Settlement:
	Date of Valuation: / /
1)	2)
Attached: Y/N	Reg'd No:
Y/N	
/ /	Points: Stars:
Made up of:	Goodwill: \$
	Plant Fixtures & Fittings: \$
	Food Stocks: As per stock take

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:

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	