HAVORA SERVICES LLC
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US INVESTOR EDITION

HAVORA REPORT STUDIO · COMMERCIAL SERIES

Commercial Property Oversight Report

Non-invasive visual oversight of authorized commercial property areas — building exterior, site access, parking, grounds, and authorized interior spaces, documented with photographs and clear follow-up steps.

PROPERTY
Riverside Office Plaza (Sample)

ADDRESS
1200 Sample Parkway, Knoxville, TN 37923 (Sample)

PREPARED FOR
Sample Investor Group LLC (Sample)

VISIT DATE
October 20, 2026 (Sample)

REPORT ID
SAMPLE-HAV-COM-2026-0001

ISSUED
October 24, 2026 | Revision 0 (Sample)

SAMPLE — FOR DEMONSTRATION ONLY

All property names, addresses, people, observations, and findings in this document are fictional sample entries. All photographs are AI-generated illustrative images. No site visit, observation, finding, or photograph is represented by this sample.

SUMMARY FOR DECISION-MAKERS

Executive Summary

> **How to read this report:** it records documented visible conditions, access constraints, and follow-up decisions for the named commercial property. All entries below are fictional sample data created for demonstration purposes only.

Visit overview

Sample narrative: Routine oversight visit of a two-story, multi-tenant suburban office property. Exterior grounds, parking areas, common interior areas, and one authorized vacant suite were visually reviewed. Occupied tenant suites were not entered, and no roof access was part of the agreed scope. Compared with the prior sample visit, no major visible changes were noted on the reviewed areas; six findings were newly documented and are listed below.

Visit reference	October 20, 2026 | 9:00–10:30 AM ET | Sample
Coverage	Completed for authorized areas; partial for interiors (occupied tenant suites not entered)
Prior report	Prior sample visit documented on September 22, 2026 (fictional)
Material change	Parking surface deterioration at Row B newly documented (F-001); lobby ceiling staining newly documented (F-002); trash enclosure gate found open (F-006)

Items requiring client attention

P1 IMMEDIATE
0 None documented in this sample

P2 PROMPT
2 F-001 parking surface · F-002 lobby ceiling

P3 PLANNED
4 F-003, F-004, F-005, F-006 · scheduled follow-up

P4 MONITOR
0 Zero entered only after count confirmed

> Priorities are coordination labels, not technical risk ratings. In a live report, counts are only entered after the findings register is complete; a zero is entered only after the count has been confirmed.

SAMPLE RESULT: Action Recommended — 6 findings documented · No immediate (P1) items. All data fictional for demonstration.

Decision requested

Sample: Client approval is requested to (1) obtain an asphalt patching quote for the parking area, (2) arrange qualified-provider review of the lobby ceiling staining (roof or plumbing source undetermined), (3) authorize a downspout extension quote for the rear service area, and (4) schedule the planned landscaping trim at the main entrance island. Target date: within 30 days (sample).

SUMMARY FOR DECISION-MAKERS (CONT.)

Executive Summary (cont.)

Material limitations

Sample: Occupied tenant suites, the roof surface, and locked mechanical rooms were not observed. Two parking row segments were partially obscured by parked vehicles at the time of the visit. These limits reduce coverage but do not invalidate the documented observations above.

Sample note: Findings, priorities, and photos in this document demonstrate how HAVORA documents and communicates commercial property conditions. In a live report, every entry reflects the actual visit and the agreed service scope.

ASSET RECORD

Property and Engagement

> Records the commercial asset and the authority for this visit. Property and occupancy details supplied by others are attributed and not presented as verified HAVORA findings. All entries below are fictional sample data.

Property name / asset ID	Riverside Office Plaza / SAMP-ASSET-014 (Sample)
Property address	1200 Sample Parkway, Knoxville, TN 37923 (Sample)
Asset type	Office — two stories, multi-tenant, approx. 24,000 sq ft (per client, sample)
Owner / client entity	Sample Investor Group LLC (fictional)
Authorized client contact	Jordan Blake, Asset Manager (Sample) · jordan.blake@sampleinvestor.example
Site contact / escort	Chris Dooley, Property Manager (Sample) · met on site
Occupancy context	Mixed occupancy (per client and site contact; not independently verified — Sample)
Building / suite coverage	Exterior and grounds; lobby, corridors, restrooms, one vacant suite (Suite 105). Occupied Suites 101–104 and 201–206 not entered.
Engagement reference	Oversight agreement dated August 2026 (Sample); monthly exterior + common-area check
Visit purpose / frequency	Recurring visual oversight visit, monthly interval (Sample)
Observer	Sample Field Agent, HAVORA field team (fictional)
Visit window	9:00–10:30 AM ET, October 20, 2026 (Sample)
Weather / recent conditions	Clear, approx. 62 °F at visit; light rain 4 days prior (per observer and weather app — Sample)
Prior report / open actions	Prior sample visit (September 22, 2026) / open action A-003 (landscaping trim, carried forward)

Client instructions

Sample: Client authorized exterior grounds and common interior areas; requested special attention to parking surface condition and site lighting; asked that occupied tenant suites not be entered and that tenants not be photographed. No requested item fell outside the agreed visual scope.

COVERAGE RECORD

Scope and Access

Observations are limited to visible, readily accessible areas authorized by the client or an appropriate site representative. Actual access is recorded separately from planned coverage. All entries below are fictional sample data.

AREA OR BUILDING	AUTHORIZED SCOPE (SAMPLE)	ACTUAL ACCESS AND LIMIT
Exterior / grounds	Full site walk: perimeter, parking, walkways, landscaping, waste area	OBSERVED Full walk completed; two parking segments partially obscured by parked vehicles
Common interiors	Lobby, corridors, restrooms, vacant Suite 105	OBSERVED Reached as authorized
Tenant / occupied areas	Not authorized this visit	NOT ENTERED Per client instruction; no tenant contact made
Service / support areas	Exterior waste enclosure only; mechanical rooms not authorized	NOT ENTERED Mechanical rooms locked; no key authorization on file (Sample)
Roof	Not part of agreed scope	NOT OBSERVED Visible roof portions only, from grade

Access record

Authorization / escort	Authorized by Jordan Blake (Sample) by email, October 17, 2026; met on site by Chris Dooley (Sample)
Entry / exit arrangements	Common-area key issued on site and returned to site contact after visit; no access codes recorded (Sample)
Unobserved locations	Suites 101–104, 201–206 (occupied, per client instruction); roof (out of scope); mechanical rooms (locked) — proposed for review if client authorizes access
Photo restrictions	No photographs of occupied tenant suites, tenant signage with names, or individuals (per client instruction — Sample)

Observation status key

OBSERVED LIMITED NOT OBSERVED NOT APPLICABLE

Observed: a view was obtained; the visible condition is described. **Limited:** only part of the area or feature was visible. **Not observed:** no view was obtained; the reason is stated. **Not applicable:** the item is outside this property or agreed scope; the basis is stated.

An "observed" status is not a pass, a compliance determination, or a confirmation that defects are absent. Areas are never left blank to imply satisfactory condition.

SITE WALK

Exterior and Grounds

Visible conditions recorded from accessible, authorized vantage points. Each row uses the status key; actionable observations are linked to a finding ID and photo ID. All entries below are fictional sample data.

AREA OR FEATURE	STATUS AND VISIBLE OBSERVATION (SAMPLE)	FINDING / PHOTO
Site access and perimeter	OBSERVED Main entrance, side gates, and rear service gate found as expected; perimeter fence intact along visible sides	—
Parking and vehicle routes	ACTION RECOMMENDED Deteriorated asphalt with several potholes and edge cracking at parking Row B, west end	F-001 · Photo 003, Photo 004
Walkways and accessible routes	OBSERVED Main walkway to entrance clear and even along visible length; minor leaf accumulation at north walk (seasonal)	—
Landscaping and vegetation	OBSERVED Shrubs at main entrance island overgrown, partially obscuring the address sign; beds otherwise maintained	F-003 · Photo 006
Visible drainage and ponding	OBSERVED No ponding visible at time of visit; ground dry following recent rain	—
Facade and visible envelope	OBSERVED Brick and storefront facade in stable visible condition; no obvious displaced cladding or damaged glazing from ground level	—
Doors, windows and storefronts	OBSERVED Exterior doors closed and secured; storefront glazing without visible breakage	—
Roof visible from grade	NOT OBSERVED Roof sections not visible from accessible grade points on the north side; no roof walk performed	—
Loading and service areas	OBSERVED Rear downspout discharging directly at the foundation line, no extension; loading pad itself unobstructed	F-004 · Photo 007
Waste areas and exterior fixtures	ACTION RECOMMENDED Trash enclosure gate found open and unsecured; scattered debris around bins (F-006). Pole-mounted light fixture at Lot Position 7 observed visually; operational status not verified during the daylight visit (F-005)	F-006 · Photo 009 F-005 · Photo 008

Additional exterior notes

Sample: Site lighting was visually checked from grade during daylight hours; the pole-mounted fixture at Lot Position 7 was observed visually only, and its operational status was not verified (see F-005). Comparison with prior-visit photos supports that the parking Row B deterioration has progressed since September. Areas obscured by parked vehicles: Rows A2–A4.

Record visible roof portions only. No roof walk, drainage performance test, accessibility evaluation, or security certification is included.

INTERIOR WALK

Authorized Interior Areas

> Only spaces included in the engagement and actually accessed are recorded. Tenant or vendor statements are attributed separately from conditions personally observed. All entries below are fictional sample data.

AREA OR FEATURE	STATUS AND VISIBLE OBSERVATION (SAMPLE)	FINDING / PHOTO
Lobby and common areas	ACTION RECOMMENDED Two ceiling tiles near the main entrance show visible brown staining; no active dripping observed at time of visit	F-002 · Photo 005
Corridors and stairs	OBSERVED Corridors clean and lit; stairwell doors operable from the inside (visual check only)	—
Authorized tenant areas	NOT ENTERED Occupied suites excluded per client instruction	—
Vacant suites	OBSERVED Suite 105 vacant and secured; no visible interior damage or forced-entry signs at accessible viewpoints	—
Visible walls, ceilings and floors	OBSERVED No unusual staining or damage in common-area walls, ceilings, and floors other than F-002	—
Visible moisture indicators	OBSERVED Staining per F-002 in the lobby; no other visible moisture indicators in accessed areas	F-002 · Photo 005
Restrooms and support areas	OBSERVED Common restrooms tidy; no visible pooling at fixtures (fixtures not tested)	—
Doors and visible exit routes	OBSERVED Exit-route doors in accessed areas visibly unobstructed; noted visually only	—
Visible service equipment areas	NOT ENTERED Mechanical rooms locked and not authorized (Sample)	—

Third-party information

Sample: Site contact Chris Dooley (Sample) stated on October 20, 2026 that the lobby ceiling staining had "not been there last month." Statement attributed; not independently verified by HAVORA.

Restricted or unobserved interiors

Sample: Suites 101–104 and 201–206 (occupied; per client instruction), roof level (out of scope), mechanical and electrical rooms (locked, no authorization on file). Access arrangements can be proposed for a future visit if the client elects to include these areas.

No equipment operation, electrical panel opening, HVAC performance assessment, plumbing test, fire protection test, or environmental sampling is included. Visible exit-route notes do not establish code compliance.

DOCUMENTED OBSERVATIONS

Findings Register

A finding is created only from a documented observation or clearly attributed information, with a unique ID, a coordination priority, and an evidence reference. All entries below are fictional sample data.

ID	LOCATION AND OBSERVATION (SAMPLE)	PRIORITY	PHOTO IDS
F-001	Parking Row B, west end — deteriorated asphalt with several potholes and edge cracking in a defined section	P2 PROMPT	003 / 004
F-002	Lobby, near main entrance — brown staining on two ceiling tiles; no active dripping observed; source not determined	P2 PROMPT	005
F-003	Main entrance island — shrubs overgrown, partially obscuring the address sign	P3 PLANNED	006
F-004	Rear service area — downspout discharging directly at the foundation line; no extension visible	P3 PLANNED	007
F-005	Parking lot, Position 7 — pole-mounted light fixture observed visually; operational status not verified during daylight visit; client-requested functional check recommended	P3 PLANNED	008
F-006	Trash enclosure — gate found open and unsecured; scattered debris around bins	P3 PLANNED	009

Coordination priorities

LEVEL	USE AND FOLLOW-UP
P1 Immediate	Apparent urgent condition warranting immediate notification and appropriate response. Whom was contacted and when is recorded; no waiting for report delivery.
P2 Prompt	Condition requiring timely client review or qualified-provider follow-up. A target date is agreed and recorded.
P3 Planned	Condition suitable for planned maintenance or further review. An owner and a target date are assigned.
P4 Monitor	Condition selected for documented re-observation. A review date and escalation trigger are set.

Priority reflects the visible observation and available information at the visit. It does not establish cause, severity, repair cost, remaining service life, or a technical diagnosis. Response timing is documented for the specific item.

Immediate notification record

Finding ID	Not applicable — no P1 findings documented in this sample (entered only after review)

EVIDENCE BLOCKS

Finding Detail

Observation, interpretation, requested action, and verification evidence are kept distinct. All entries below are fictional sample data.

F-001 P2 Prompt — Parking surface deterioration, Row B

Location / priority	Parking Row B, west end, Riverside Office Plaza / P2 Prompt (Sample)
Observed condition	Several potholes and edge cracking visible in a defined asphalt section; loose gravel around the affected area. Observation is visual only.
Evidence / limitations	Photo 003 / Photo 004 · October 20, 2026 / from parking aisle / two segments of the row partially obscured by parked vehicles
Requested follow-up	Obtain asphalt patching quote; temporary cone placement until repair — client decision required on timing
Owner / target date	Client (with HAVORA vendor coordination if requested) / within 30 days (Sample)
Notification / action ID	None (not P1) / A-001

Uncertainty or potential implications (Sample): The underlying cause and extent below the surface are unknown from a visual observation. A qualified paving contractor should assess scope and cost. Photo 004 documents the same section from a second vantage point.

F-002 P2 Prompt — Ceiling staining, lobby

Location / priority	Lobby, ceiling near main entrance / P2 Prompt (Sample)
Observed condition	Brown staining on two ceiling tiles, irregular outline; tiles dry to visual observation; no active dripping at time of visit. Cause not determined.
Evidence / limitations	Photo 005 · October 20, 2026 / lobby floor level / view partly constrained by entrance lighting; space above the ceiling not observed
Requested follow-up	Qualified provider review (roofing or plumbing source) — client decision required; re-check tiles at next scheduled visit
Owner / target date	Client / within 30 days (Sample)
Notification / action ID	None (not P1) / A-002

Uncertainty or potential implications (Sample): A photograph alone cannot establish whether the source is active, resolved, or recurring, or whether it originates from the roof, a pipe, or an upper-floor condition. The space above the ceiling and the occupied upper floor were not observed.

FOLLOW-UP COORDINATION

Action and Follow-Up Log

> Responsibility and evidence are tracked after report delivery. A vendor statement or invoice alone does not establish that a condition has been resolved. All entries below are fictional sample data.

ACTION / FINDING	NEXT ACTION AND OWNER	TARGET / STATUS	EVIDENCE / REVIEW
A-001 / F-001	Obtain asphalt patching quote · Client decision	Nov 19, 2026 (Sample) / OPEN	—
A-002 / F-002	Qualified-provider review of ceiling staining · Client decision	Nov 19, 2026 (Sample) / OPEN	—
A-003 / F-003	Landscaping trim at entrance island · Landscaping vendor (carried forward from prior report)	Nov 6, 2026 (Sample) / SCHEDULED	—
A-004 / F-004	Extend downspout discharge away from foundation · Vendor quote pending	Nov 19, 2026 (Sample) / OPEN	—
A-005 / F-005	Add Position 7 fixture to electrician scope at next service · HAVORA coordination	Nov 20, 2026 (Sample) / SCHEDULED	—
A-006 / F-006	Secure gate, clear debris · Site contact (verbally addressed during visit)	Oct 27, 2026 re-check (Sample) / PENDING VERIFICATION	—

Status definitions

Open: action remains outstanding. **Assigned:** a responsible party has accepted follow-up. **Scheduled:** a date is recorded. **Pending verification:** completion has been reported but not verified. **Closed:** the stated closure basis and reviewer are recorded. **Deferred:** client decision, reason, and next review date are recorded.

Follow-up verification

Action / finding reference	A-006 / F-006 (Sample)
Evidence reviewed	None yet — re-check scheduled at the next visit; site contact reported gate secured after visit (attributed, not verified)
Verification result	To be recorded at re-check: what was verified, by whom, when, and by what method
Remaining limitation	Condition unverified until the re-check; reopen or refer if not confirmed
Next review / escalation	October 27, 2026 / escalate to client if not secured / HAVORA (Sample)

FOLLOW-UP COORDINATION (CONT.)

Action and Follow-Up Log (cont.)

Client direction

Sample: Awaiting client decision on A-001, A-002, A-004; approval of landscaping re-check photos; confirmation whether mechanical-room access should be requested for future visits. Decision requested by: November 6, 2026 (Sample).

EVIDENCE RECORD

Photographic Documentation

In a live report, original, authorized site photographs are inserted in numbered frames, preserving aspect ratio, with matching photo IDs used in findings and follow-up records. **Every image in this sample is an AI-generated illustrative image** — it depicts no real property, no actual site visit, and no actual HAVORA finding.

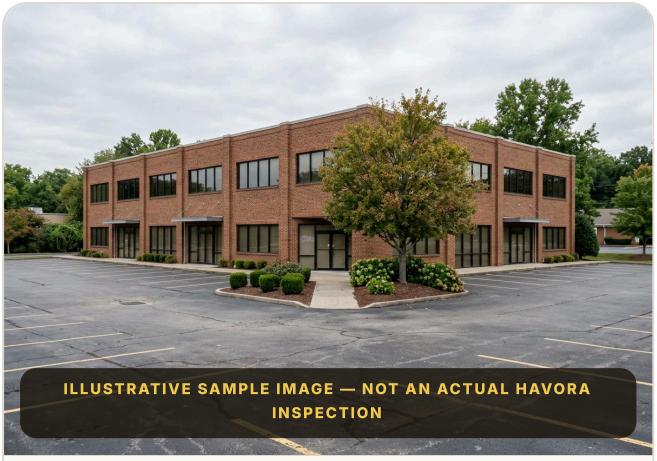


PHOTO 001 | OVERALL VIEW, MAIN FACADE, FACING NORTH

Sample caption: overall view of the property at arrival; facade, entrance island, and parking area in view.

Finding ID: context only · Original filename: [sample_file_001.jpg] · October 20, 2026, 9:05 AM ET (Sample)



PHOTO 002 | OVERALL VIEW FROM PARKING AREA, FACING SOUTH

Sample caption: second context view showing parking rows and building elevations from the lot.

Finding ID: context only · Original filename: [sample_file_002.jpg] · October 20, 2026, 9:07 AM ET (Sample)



PHOTO 003 | PARKING ROW B, WEST END, FACING WEST

Sample caption: deteriorated asphalt section with potholes and edge cracking along parking row.

Finding ID: F-001 · Original filename: [sample_file_003.jpg] · October 20, 2026, 9:14 AM ET (Sample)



PHOTO 004 | PARKING ROW B, WEST END, SECOND VANTAGE POINT

Sample caption: same section documented from the opposite direction for full coverage.

Finding ID: F-001 · Original filename: [sample_file_004.jpg] · October 20, 2026, 9:15 AM ET (Sample)

EVIDENCE RECORD (CONTINUED)

Additional Photographs

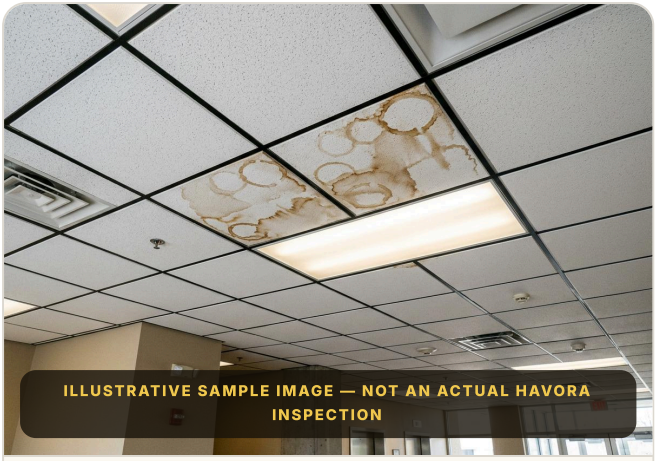


PHOTO 005 | LOBBY, CEILING NEAR MAIN ENTRANCE

Sample caption: brown staining on two ceiling tiles, no active dripping observed.

Finding ID: F-002 · Original filename: [sample_file_005.jpg] · October 20, 2026, 9:38 AM ET (Sample)



PHOTO 006 | MAIN ENTRANCE ISLAND, FACING ENTRANCE

Sample caption: overgrown shrubs partially obscuring the address sign.

Finding ID: F-003 · Original filename: [sample_file_006.jpg] · October 20, 2026, 9:22 AM ET (Sample)

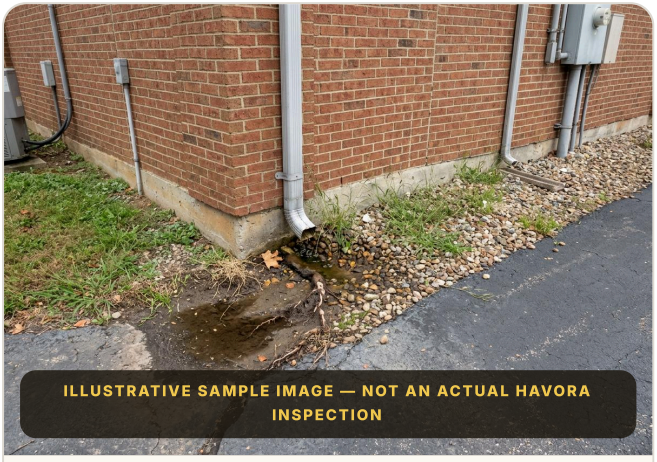


PHOTO 007 | REAR SERVICE AREA, DOWNSPOUT AT FOUNDATION

Sample caption: downspout discharging directly at the foundation line; no extension visible.

Finding ID: F-004 · Original filename: [sample_file_007.jpg] · October 20, 2026, 10:02 AM ET (Sample)



PHOTO 008 | PARKING LOT, POSITION 7 LIGHT POLE

Sample caption: pole-mounted fixture observed visually; operational status not verified during the daylight visit.

Finding ID: F-005 · Original filename: [sample_file_008.jpg] · October 20, 2026, 9:52 AM ET (Sample)

EVIDENCE RECORD

Photographic Documentation (cont.)

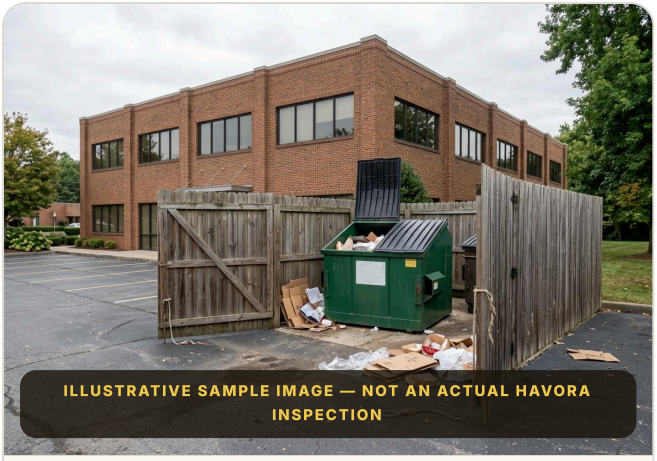


PHOTO 009 | TRASH ENCLOSURE, EAST SIDE

Sample caption: enclosure gate open and unsecured; scattered debris around bins.

Finding ID: F-006 · Original filename: [sample_file_009.jpg] · October 20, 2026, 10:11 AM ET (Sample)

Capture notes (structure): Photographer / device time accuracy / permission limits / image edits, if any, are recorded in a live report. In this sample, all photographs are AI-generated illustrative images created for demonstration only; they are not photographs of any real property. Context photographs show location; detail photographs document the specific visible condition.

SERVICE DEFINITION

Report Boundaries

This report supports owner communication and follow-up coordination for the agreed visit. It is a dated record of limited visual observations, subject to the access and visibility limitations stated in the report.

WHAT THIS REPORT IS

Non-invasive visual property oversight of authorized areas, documented with photographs, neutral observations, and follow-up coordination — a dated record for owner decision-making.

WHAT THIS REPORT IS NOT

Not a licensed inspection, engineering assessment, environmental assessment, appraisal, audit, or property condition assessment to a technical standard. It does not certify code, fire, accessibility, life-safety, or regulatory compliance.

NOT PROPERTY MANAGEMENT

HAVORA provides eyes-on-the-ground documentation and centralized review — not tenant management, leasing, repairs execution, or maintenance contracting. Vendor coordination is performed on instruction.

Limits of observation

Concealed conditions, inaccessible areas, latent defects, system performance, structural adequacy, hazardous materials, mold identification, pest conditions, and future performance are not determined. No disassembly, testing, sampling, or destructive investigation is performed. No statement that a property or area is safe, defect-free, or fit for a specific purpose should be inferred.

Use and follow-up

Conditions may change after the visit. Photographs show selected views and do not establish complete coverage. Questions requiring technical judgment should be referred to appropriately qualified or licensed professionals. This report does not replace the client's ongoing maintenance, emergency response, or specialist responsibilities.

ISSUANCE RECORD

Preparation and Issuance

Prepared by / date	Sample Field Agent / October 20, 2026 (Sample)
Reviewed by / date	Stefan Muenchow, HAVORA Services LLC — centralized documentation review / October 24, 2026 (Sample)
Issued to / distribution	Sample Investor Group LLC and named authorized recipients only (Sample)
Report ID / revision	SAMPLE-HAV-COM-2026-0001 / Revision 0 (Sample)
Attachments / photo count	None / 9 photo references (Sample)

Issuance check (structure): replace placeholders · resolve access statuses · verify finding and photo links · review urgent notifications · confirm action ownership · check pagination, logo, and authorized distribution · delete unused blocks before issue.

SAMPLE RESULT: Action Recommended — 2 × P2 Prompt · 4 × P3 Planned · 0 × P4 Monitor · No P1 items. All data fictional for demonstration.