

OVERVIEW OF BUSINESS:

What does the company do? Mission/Vision? Who are its customers?

SPACE REQUIREMENTS:

- How much space is needed?
- How will it be used?
- How many offices and of what sizes are needed based on various levels of management?
- Industrial: Power/Clear heights/Depths
- Any corporate standards?
- Any growth considerations or consolidations plans?
- Any special needs to consider?
- Technology/Power Needs: Fiber/Generator/Green Issues

LOCATION NEEDS:

- What part of town?
- Access Issues (freeways, water, rail)
- Employee access (scatter map?)
- Image concerns?
- Incentives
- Retail: Demographics, Traffic Counts
- Zoning

TIMING:

- Time Horizon: Financial Analysis & Reality (5-20 yr. range)
- Commencement Date vs. Rent Start Date
- Purchase Timing or Lease Commencement Date (allowing x-days to move in)
- Construction Timing
- Lease Expiration
- Deal Approval Process: Internal, Financial, & Legal
- Lender Approval Process/Appraisal
- Moving of: I.T./data/phones & physical move time needed

PARKING:

- Code Requirements
- Company Requirements; Covered?
- Visitor Needs
- Trucks/Vans – Secured/Fenced?

FINANCIAL:

- Budget
 - Up Front Costs
 - Annual Expenses
- Lenders/Creditors
- Discount Rate

MISCELLANEOUS:

- Competition Issues: Avoid v. Clustering & Exclusivity
- Employee/Recruiting Concerns
- Special Event Needs/Large Events/Parties
- Disability/Accessibility

HOW WELL VERSED ARE YOU ON THE FOLLOWING ISSUES?

1. **EXPENSES:**
 - Who Pays
 - Operating vs. Capital Expenses
 - Base Year
 - Operating Stop
 - C.A.M. Charges
 - Tax Stop
 - Pass-throughs
2. **RATES:**
 - Gross, Full Service, Semi-Gross, Net or Triple Net
 - Stepped or Flat
 - CPI Increases (U, W, or Local)
 - Inclusive of "Pass-Throughs"
 - Base Rent
 - Any Free Rent
3. **COMMON AREA FACTORS:**
 - What Percentage, What's Market
 - How Determined
4. **TAXES:**
 - Assessment Year
 - Millages
 - How Calculated
 - Last Increases
 - Deductible Components
 - Pro-rata Share
5. **RENEWAL OPTIONS:**
 - How Many
 - How Long
 - What Rates, Define "Market"
6. **CANCELLATION OPTIONS:**
 - Penalties
 - Amortized Components
7. **SUBLEASE/ASSIGNMENT:**
 - What Terms
 - Who Can't Space Be Subleased To
 - Reasonable Approval
8. **INSURANCE:**
 - Who Covers What
 - Casualty Limits & Timing
 - Deductibles & Who Pays
9. **BUILD OUT:**
 - Allowance vs. Turnkey
 - Space Plan & Pricing
 - Bid Process
10. **INDEMNITY:**
 - Bi-lateral
11. **WAIVER OF SUBROGATION:**
 - Insurance - Who's Responsible
12. **DEFAULT:**
 - What Penalties & Process
13. **HOLDOVER:**
 - 100% - 200%, What's Fair
14. **RULES & REGULATIONS:**
 - What & Exhibits
15. **HAZARDOUS MATERIALS:**
 - Indemnification
 - Encapsulated
 - Phase I, II, III
 - U.S.T.'s
16. **A.D.A.:**
 - Who's Responsible to Comply
17. **PARKING:**
 - Ratio (#/Sq. Ft.)
 - Reserved/Rates
 - # Required by Zoning
18. **SIGNAGE:**
 - Marquis/Pylon
 - Building Identification
 - Allowed by Law
19. **PROPOSAL/LOI:**
 - Initial Proposals vs. R.F.P.
 - LOI's: Binding v. Non-Binding
20. **USE/EXCLUSIVITY:**
 - How to define and/or limit
21. **JANITORIAL:**
 - Days Per Week
22. **AMENITIES:**
 - Details
23. **FIBER (LAN):**
 - Telecommunications Access
 - Time Needed to Install
24. **LIVE/DEAD LOADS:**
 - Lbs./Sq. Ft.
25. **EMERGENCY SYSTEMS:**
 - Fire Doors
 - Dampers
 - Smoke Detectors
26. **SECURITY:**
 - How Is It Handled
27. **LIGHTING:**
 - Candle Watts/Sq. Ft.
28. **POWER:**
 - Watts/Sq. Ft.