

Your Realty Group Commercial LEASING CHECKLIST

Business Requirements

- Define your business use
- Confirm zoning allows your use
- Estimate required square footage
- Identify layout needs (open space, offices)
- Consider future expansion needs

Property Requirements

- Ceiling height requirements
- Loading docks or shipping access
- Electrical capacity for equipment
- HVAC and ventilation needs
- Signage opportunities
- Accessibility requirements

Tenant Improvements

- Determine if leasehold improvements are required
- Confirm fixturing period
- Discuss tenant inducements or improvement allowances
- Review responsibility for construction plans

Financial Planning

- Confirm monthly leasing budget
- Account for utilities and operating expenses
- Estimate build-out costs
- Budget for moving and setup costs

Location Criteria

- Target geographic area or neighbourhood
- Evaluate visibility and exposure
- Review traffic counts and demographics
- Confirm proximity to customers, highways or transit
- Assess parking availability

Lease Structure

- Understand base rent per sq.ft.
- Review additional rent (operating costs)
- Determine monthly total occupancy cost
- Confirm lease term length

Risk & Legal Review

- Confirm zoning compliance
- Review long form lease with solicitor
- Evaluate renewal options
- Confirm notice periods and termination terms

Notes:

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Let's Talk Commercial Real Estate!

