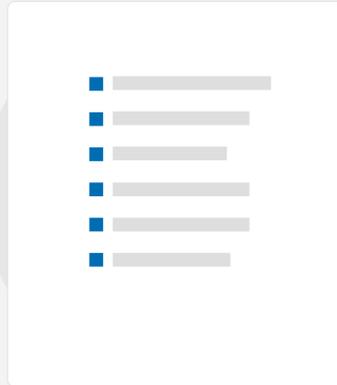


Business Lease Checklist

Before you sign on the dotted line, make sure you are aware of all aspects of your new location. This checklist will help.



- Is there sufficient electrical power?
- Are there enough electrical outlets?
- Are there enough parking spaces for customers and employees?
- Is there sufficient lighting? Heating? Air conditioning?
- Do you know how large a sign and what type you can erect?
- Will your city's building and zoning departments allow your business to operate in the facility?
- Will the landlord allow the alterations that you deem necessary?
- Must you pay for returning the building to its original condition when you move?
- Is there any indication of roof leaks? (A heavy rain could damage goods.)
- Is the cost of burglary insurance high in the area? (This varies tremendously.)
- Can you secure the building at a low cost against the threat of burglary?
- Will the health department approve your business at this location?
- Will the fire department approve your business at this location?
- Is your shipping area easily accessible to large trucks?
- Have you included a written description of the property?
- Have you attached drawings of the property to the lease document?
- Do you have written guidelines for renewal terms?

- Do you know when your lease payment begins?
- Is your shipping area easily accessible to large trucks?
- Have you bargained for one to three months free rent?
- Do you know your date of possession?
- Have you listed the owner's responsibility for improvements?
- Do you pay the taxes?
- Do you pay the insurance?
- Do you pay the maintenance fees?
- Do you pay the utilities?
- Do you pay the sewerage fees?
- Have you asked your landlord for a cap of 5 percent on your rent increases?
- Have you included penalty clauses in case the project is late and you are denied occupancy?
- Have you retained the right to obtain your own bids for signage?
- Can you leave if the center is never more than 70 percent leased?
- Has a real estate attorney reviewed your contract?

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