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 tremedously.)
- [ ] 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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