

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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