



## REAL ESTATE LEASE CHECKLIST

**After you have chosen a particular site, check the following points (yes or no) before you sign the lease:**

- Y N Is there sufficient electrical power?
- Y N Are there enough electrical outlets?
- Y N Are there enough parking spaces for customers and employees?
- Y N Is their sufficient lighting?
- Y N Is their sufficient heating?
- Y N Is their sufficient air conditioning?
- Y N Do you know how large a sign and what type you can erect at your facility?
- Y N Will your city's building and zoning departments allow your business to operate in the facility?
- Y N Will the landlord allow the alterations that you deem necessary for your business?
- Y N Must you pay for returning the building to its original condition when you move?
- Y N Is there any indication of roof leaks?
- Y N Is the cost of burglary insurance high in the area?
- Y N Can you secure the building at a low cost against the threat of burglary?
- Y N Will the health department approve your business at this location?
- Y N Will the fire department approve the operation of your business at this location?
- Y N Have you included a written description of the property?
- Y N Have you attached drawings of the property to the lease document?
- Y N Do you have written guidelines for renewal terms?
- Y N Do you know when your lease payment begins?
- Y N Have you bargained for one to three months free rent?
- Y N Do you know your date of possession?
- Y N Have you listed the owner's responsibility for improvements?
- Y N Do you pay taxes?
- Y N Do you pay insurance?
- Y N Do you pay the maintenance fee?
- Y N Do you pay the utilities?
- Y N Do you pay the sewer fees?
- Y N Have you asked your landlord for a cap of 5 percent on your rent increases?
- Y N Have you included penalty clauses in case the project is late and you're denied occupancy?
- Y N Have you retained the right to obtain your own bids for signage?
- Y N Can you leave if the center is never more than 70 percent leased?
- Y N Has a real estate attorney reviewed your contract?