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CHOOSING A BUSINESS LOCATION

CHECKLIST: CHOOSING A FACILITY

You have found what appears to be the perfect building for your business. However, before you sign the lease, you should do some advance research to determine if the building will be a good fit for your particular business. Answering the following questions can help you evaluate the pros and cons of leasing the facility for your business.

	Yes	No
Is the area zoned for this type of business?	—	—
Does the area convey the right image for this business?	—	—
Does the building convey the right image for this business?	—	—
Is the building in need of any repairs?	—	—
Will the landlord make the necessary repairs?	—	—
Is there adequate space for the business in this facility?	—	—
Is there space in the facility if the business needs to expand?	—	—
Does the facility provide extra storage space for the business?	—	—
Does the layout of the space meet the needs of the business?	—	—
Does the space need any improvements?	—	—
Does the landlord pay for the improvements?	—	—
Is the lighting adequate?	—	—
Is the ventilation adequate?	—	—
Can the existing utilities meet the needs of the business?	—	—
Are there a sufficient number of electrical outlets in the space?	—	—
Are there qualified employees in the area?	—	—
Is the facility accessible by public transportation?	—	—
Is there adequate parking for customers?	—	—
Is there adequate parking for employees?	—	—
Are the parking areas adequately lit at night?	—	—
Are there any restrictions on when employees can be in the building?	—	—
Is the facility located in a safe area?	—	—
Does the facility provide any type of security?	—	—
Does the landlord heat the facility on weekends?	—	—
Does the landlord cool the facility on weekends?	—	—
Is the facility accessible to suppliers of the business?	—	—
Is the facility accessible to customers of the business?	—	—
Are any competitors located in the facility?	—	—
Are any competitors located in the same vicinity as this facility?	—	—
Is the rent favorable?	—	—
Are the terms of the lease favorable?	—	—

