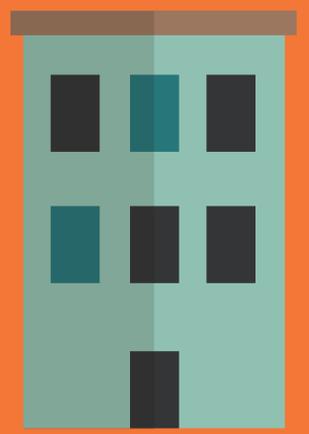


# BEST QUESTIONS TO ASK WHEN LEASING A NEW OFFICE



Looking for office space to lease is not something you do every day. You may only have to do this a couple times throughout the lifespan of your business. That is why we put together a few common questions to help you during your search.



## 1 WHAT ARE THE BENEFITS TO THIS LOCATION?

As you likely know, location is key. Not only do you want to be at a location that is central for your clients, but you also want to find an area with lots of traffic for free exposure. For example, are there numerous restaurants and other common businesses that would draw people to your area?



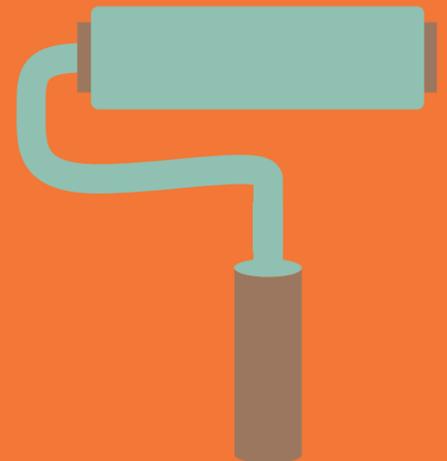
## 2 WILL MY TECHNOLOGY NEEDS BE MET?

Most office buildings should have IT supporting their technology. Will you have internet that supports the bandwidth of your business needs? The building could provide anything from fiber, T1, cable, and more.



## 3 WHAT MODIFICATIONS CAN I MAKE TO MY OFFICE SPACE?

The office space you choose will likely either be plain or customized to the previous tenant's needs. In either case, you will likely want to modify the office to your liking. Painting the walls and hanging decor is important to your productivity. An office you love to be in will make your work much happier.



## 4 WHAT TERM IS THE LEASE BEING OFFERED?

Make sure you do not overextend your projections when agreeing to the lease term. If it is more than a year, consider negotiating the length of the lease. You can estimate your business growth, but nothing is definite. You could outgrow your space within a year or be stuck in a lease if your business does not survive.



## 5 WHAT IS INCLUDED IN MY RENT?

When leasing an office space it is important to know if you will have any surprise charges. Utility costs or fees for access to places within the building such as conference rooms or fitness centers can sneak up on you.



## 6 IS THERE A CHARGE FOR PARKING?

Everything about the office space you are looking into may be perfect, but have you checked the parking rate? If your office is in an urban area with little parking, it could be costly for you and your clients.

