

Space Comparison Survey Form, Locating The Right Space For A Tenant Client

(This sample checklist applies primarily to light industrial space)



1 - General Property Information

Name
Address
Bay Or Suite

2 - Quoted Lease Rate

- Determine Rates Of Other Tenants For Comparables
- What Type Of Lease Structure
- Detail Additional Charges, Cam, Water, Etc.

3 - When Space Is Available

4 - Vacancy Factor For Building And Center

5 - Location: Access And Convenience:

Restaurants
Shopping Facilities
Freeway Access
Proximity To Airport, If Important To Tenant
Public Transportation

6 - Property Characteristics: Industrial

- Size, Number Of Buildings And Bays
- Ceiling Heights
- Sprinkler System
- Dock High Doors
- Drive In Doors
- Rail Access
- % Office
- Parking Spaces And Ratio
 - Number
 - Location
 - Lighting
- Power Services And Capacity
- Land Area And Building Coverage
- Year Built, Age
- General Zoning
- Construction Type

Exterior:

- General Appearance
- Landscaping
- Walkways And Driveways
- Condition Of Improvements
- Parking Lot Surface Condition
- Material Of Exterior (High/Low Maintenance, CAM Charges)

Interior:

- Reception Area
- Hallways
- Walls
- Ceilings
- Flooring
- Shop Area/Warehouse
- Stairs
- Elevators (#)
- Escalators (#)
- Overall Condition

7 - Signs Of Declining Management:

- Broken Systems
- Broken Signs Or Glass
- Parking Lot Or Driveway Pot Holes
- Obscure Stripping
- Hazardous Cracks
- Leaking Roof Or Evidence Of Ponding On Roof Or Walkways
- Clogged Gutters Or Down Spouts, Etc.

8 - Environmental Concerns On The Subject Or Adjoining Properties:

- Visible Trash/Waste
- Chemical Drums
- Paint Booths
- Hydraulic Lifts
- Storage Tanks Above/Below Ground
- Asbestos
- Other Tenant Usages And Waste Disposal

9 - Neighborhood Composition:

- Heavy Or Light Industrial
- Commercial, Retail
- Multifamily, Residential

10 - Age And Condition Of Nearby Developments:

Area Of Growth And New Development

Area Of Stagnant/ No Growth

Declining Investment Potential

Demographics For Area, As Applicable.

11 - Overall Rating of the Property Relative to Comparables