

# CARBONE Commercial Real Estate, Inc.

## LEASING CHECKLIST

There are two main parts to finding a commercial space to lease. A commercial real estate broker can guide you in working through each of these parts.

### PART 1: DEFINE SEARCH PARAMETERS

#### **MATCH THE SPACE TO YOUR BUSINESS**

- How does your business operate? office, medical, industrial, warehouse, retail, etc.
- What are your space requirements? ceiling height, loading docks, drive-in doors, exam rooms, etc.
- Other requirements: first floor, upper floor, elevator, parking, water source, visibility, signage, etc.

#### **DETERMINE HOW MUCH SPACE YOU NEED**

#### **SET A BUDGET 30-30-30**

- General guide: Set aside 30% of income for overhead and 5-10% of that for rent.

#### **MAP A SEARCH AREA**

#### **CONTACT A COMMERCIAL REAL ESTATE BROKER**

- Provide the above criteria so we can work efficiently to place you into your ideal space.

### PART 2: TOUR & LEASE

#### **TOUR PROPERTIES & ASK QUESTIONS ABOUT THE LEASE TERMS**

- Dates, monthly rent, payment schedule, type of lease (NNN, gross, modified-gross), parking, trash removal, etc.

#### **PRESENT AN OFFER**

- A commercial real estate broker can assist you in presenting a thorough offer that building owners will appreciate.

#### **COMPLETE A RENTAL APPLICATION & CREDIT VERIFICATION**

#### **APPROVE A PROPOSAL**

- Some building owners may opt to prepare a detailed proposal outlining lease terms prior to entering into a full lease to ensure both parties have agreed on terms.

#### **PREPARATION & APPROVAL OF A LEASE**

- The lease is the formal contract, prepared by the building owner and/or their broker and usually under the advisement of Lessor's attorney.

#### **MOVE IN!**

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