

## Location & General Questions Checklist

*What geographic area(s) is of most interest to you?*

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*What particular buildings are of interest?*

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*Is an office with a view important? If so, what is the lowest floor to which your company would be willing to locate? (If retail, do you need showroom window(s)?)*

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*How many square feet will be leased?*

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*How many people will be employed at this location?*

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*What is your annual budget?*

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## Location & General Questions Checklist contd...

*What length of lease is preferable?*

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*Is future expansion important?*

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*When does your company intend to move?*

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*When does your existing lease expire?*

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*What are your parking and transportation needs?*

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*What modes of transportation will your employees use?*

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