



Client:

 Broker:

 Contact Information:

Existing Location	Option 1	Option 2	Option 3
Mo. Rent			
Taxes			
Cost of Insurance			
Cost of Operating Expenses			
Cost of Electric			
Cost of Heat			
Cost of After Hours Utilities			
Cost to relocate/personalty			
Cost to relocate/office network			
Cost to relocate/telephone system			
Cost to remodel/improvement amortizations			
Cost of Space Planning			
Cost for Exterior Signage			
Cost Of Internet			
Value of Return of Deposit			
Cost of Deposit			
Cost to Install Office Network			
Cost of New Office Furniture			
Cost of new Telephones			
Total			

Office Checklist	Y/N	Y/N	Y/N	Y/N
Does the building have a break room?				
Does the building offer exterior signage?				
Does the building have inexpensive storage?				
Does the building have CCTV?				
Can my office Expand easily?				
Does the Building have a Conf Room for Tenant use?				
Does the Building have an after hours Emergency tele number to call?				
Do you have any Op Exp Exposure?				
Can I drive business from the other tenants of the landlord?				
Does the Building have its own building network (internet) that I can tie into?				
Is your Building equipped with IP addressable temp probes to insure comfort throughout?				
Does the Building offer Telephone service?				
Does your Landlord offer Cash Flow Assistance?				
Does the Building have an Office Depot where I can get office furniture to use?				
Can you escalate issues to the Owner?				
Do you have a Lifetime Office Warranty?				

Staffing of Building:

Does the Building have on-site management?				
Does the Building employ its own HVAC Techs?				
Does the Building employ it owns Building Manager or does it utilize a third party?				

