



PROPAGENT

Property Evaluation Worksheet: **Industrial & Warehouse**

Use the Propagent Property Evaluation Worksheet to pre-qualify properties of interest. By getting the answers to the following questions up front, you'll be able to eliminate inappropriate sites before visiting them. The section at the end of this worksheet, *Questions for the Physical Walk-Through*, can help you further evaluate a property during the on-site visit.

Initial Qualifying Information

Property Address: _____

Unit/Suite Number: _____

Square Feet: _____

Landlord's desired Lease Term: ___ months minimum, ___ months maximum

Asking Base Rent is: \$ ___ per square foot

Type of rent: Industrial Gross / Triple Net / Other

- If Triple Net, what are the Operating Expenses? _____

- If Industrial Gross, is there a Common Area Maintenance fee? How much? _____

Is the per square foot Base Rent monthly or annual?

Including any Operating Expenses or Common Area Maintenance, how much is the rent check* you will write each month? \$ _____

Are there Annual Increases in Base Rent? Yes/No

If yes, what is the annual increase? ___% per sq. ft. or \$ ___ per sq. ft.

What are the estimated costs for utilities each month? \$ _____

The Building

Building Owner: _____

Is there a load factor? If yes, the Load Factor for this floor is: ___%

Is there a fenced yard?

Operating Expenses

What is the Base Year for Operating Expenses? _____ And taxes? _____

How much are the current Operating Expenses?

Build-out

Percentage of office: ___%. Percentage of warehouse: ___%.

Number of private offices: ____.

Is there a conference room?

Is there a reception area?

Is there a kitchen or kitchenette?

Is there open space for cubicles? If yes, how many cubicles?

Is there a phone system in place?

Is the office wired for phone and data?

Is the landlord offering a Tenant Improvement (TI) Allowance? If so, how much? \$ _____

Will a longer lease term will be required for the TI Allowance? If so, how many months?

How many roll-up/grade-level doors? _____

How many loading docks? _____

How much power is available? _____ amps at _____ volts.

Does this space have fire sprinklers?

What is the clear height of the ceiling in the warehouse? _____ feet

Parking and Zoning

What is the Municipal Zoning for this building? _____

Are there any restricted uses for this building? Yes/No

If so, what are they? _____

How many parking spaces are available to my unit/suite? _____

Are the parking spaces reserved? Yes/No

Questions for the Physical Walk-Through

Does the location meet the commuting needs of employees?

Is it a convenient location for your clients/customers?

Does the building quality meet your expectations, considering the asking rent?

Does there appear to be ample parking?

Does the build-out suit your current needs?

Will the build-out suit your growth needs?

Is there new paint in the space?

What's the condition of the flooring?

Is there an alarm on the space?

Are all the doors and windows in good working condition?

Does the air conditioning and heating work?

Are ceiling tiles stained in the office?

Is there enough lighting in the warehouse?

Is there ample ventilation in the warehouse?

Is there sufficient window covering for afternoon sun?

Does the parking lot have lighting?

* For monthly gross rent, multiply the per square foot rent by the Rentable Square Footage. For Annual Rent, multiply the per square foot rent by the Rentable Square Footage and then divide that amount by 12. Be sure to include Common Area Maintenance fees or Triple Net expenses to your Base Rent for the Gross Rent.