



Olivieri

Real Estate LLC

REALTORS • PROPERTY MANAGERS

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www.solutions4buildings.com

Questions you should have answers to before listing your property!!

- Do you have a Site Plan or updated Survey for your building?
 - This will help with the Parking Ratio...do you know what it is?
 - Are there any designated Parking stalls?
- Do you have Floor Plans of the building that show the current conditions (build out) of the space?
- If looking to Lease, what length of Lease is ideal to you?
- If Leasing, what type of lease will you be using (NNN, Gross, etc.)?
 - Do you have a copy of the lease to give the Broker?
- If Selling, do you have a preferred contract to use or do you want the buyer to create it?
- If Selling as an investment property, do you have the rent roll, income & expenses?
- What rental amount or sale price do you have in mind?
 - ORE can help you with a market search to have a better grasp of the Current Market Conditions.
- If Leasing, what amount of Security Deposit do you want (1 mo, 1.2x mo, etc.)?
- In regards to Utility's, what is or isn't included in the rent?
- Do you like to offer any tenant allowance (TA) or other incentives upfront?
 - Do you offer any additional incentives that would help sell the space (Furniture, Cleaning of private office space, Internet/Phone, Cleaning of Cars, etc.)?
- If building has a Main Building Entrance, is it on a timer, access code or keyed?
 - If on a timer, what are the hours the door(s) is locked & unlocked?
 - If all on keyed entrance, can you give the Broker keys that will work all relevant space?
- Is there any signage that you offer tenants to move in?
 - If so, what is the procedure for them to get a sign?
 - Do you have any restrictions on a Olivieri Real Estate sign anywhere?
- Do you have a property manager?
 - If so, what is their contact information?
 - If not, let us know if you might be interested in our management services? Y/N