



Olivieri

Real Estate LLC

Questions you should have answers to before listing your property!

- Do you have a Site Plan 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?
- What term of lease is ideal to you?
- What type of lease will you be using (NNN, Gross, etc.)?
 - Do you have a copy of the lease to give the Broker?
- What rental amount do you have in mind?
 - ORE can help you with a market search to have a better grasp of the Current Market Conditions.
- What amount of Security Deposit do you want (1 month, 1.2x month, etc.)?
- In regards to Utility's, what is or isn't included in the rent?
- Do you like to offer any tenant improvements (TA) or other incentives upfront?
 - Do you offer any additinal incentives that would help sell the space (Cleaning of private office space, Internet/Phone, Cleaning of Cars, etc.)?
- Is the Main Building Entrance 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 ORE sign anywhere?