

## Corporate Clients – Tools - Property Analysis Form

### PROPERTY ANALYSIS FORM – OFFICE BUILDING

#### The Building

Building Name:

Building Address:

Building Class:

Type of Property:

- Business Park
- Suburban, Low-Rise
- Suburban, High-Rise
- Urban, Low-Rise
- Urban, High-Rise

Year Built:

Building Size:

- Square Feet
- Number of Floors
- Size of Floors

Load Factor:

Parking:

- Total Spaces
- Spaces per 1,000 SF
- Spaces per tenant

Operating Hours:

Security:

Management:

Overall Appearance:

- Landscaping
- Lobby
- Common Areas

On-Site Amenities:

- Dining
- Convenience Stores
- Fitness Center
- Hotel/Conference Facility
- Upscale Retail Shops

#### Physical Aspects of the Property: Type and Quality

Lobby Features:

Bay Depths:

Shell:

Skin:

Ceilings:

Columns:

Core:

Windows:

Mullions:

Floor Ducting:

Floor Load:  
HVAC:  
Lighting:  
Carpeting :  
Bathrooms:  
Life Safety Features:  
Telecommunications:  
Storage:  
Elevators:  
    Number of Elevators:  
    Per SF Ratio:  
    Elevator Speed:  
    Freight Elevators:

### **Lease Terms**

Space to Lease:  
    SF:  
Usable Square Footage:  
Rent Rate:  
    Per SF:  
Tenant Improvements:  
Rent Concessions:  
Utilities (if included):  
Expenses and Stops:  
Escalations:  
Options:  
    Renewal:  
    Expansion:  
    Contraction:  
    Termination:  
    Sublease/Assignment Rights:  
Security Deposit:  
Move-In Date:  
Services to be Provided: