LEASING CHECKLIST
INDUSTRIAL BUILDINGS AND WAREHOUSES

When leasing industrial and warehouse space you will need a lot of technical information to prepare a “For Lease” information package, to communicate with potential tenants, and to negotiate the “Offer To Lease” or Lease. The following checklist will help ensure that you get all the information to lease the building. The checklist has been designed for single tenant or multi-tenant (up to six tenants) building.

Landlord’s Name: _____________________________ Telephone: ___________
Address: __________________________________________________
Lawyer: _______________________________ Telephone:____________
Accountant: ____________________________ Telephone: ___________
Property Address: __________________________________________________

Legal Description:_____________________________________________
Age:__________ Years

General Description of the Building:_____________________________________
_________________________________________________________________

Construction:
Wood Frame ( ) Masonry ( ) Steel ( ) Tilt-up Concrete ( ) Other_______
Photograph(s): Yes ( ) No ( )
Site Plan: Yes ( ) No ( )
Location Map: Yes ( ) No ( )
Site Area: ___________ Sq. Feet
Dimensions: Length:_________ Width:_______ Irregular:___________
Zoning: _________________

Allowed Uses: _____________________________________________________
Conditional Uses: _________________________________________________

Overall Building Dimensions: Length:_________ Width:___________
Area:_______ Sq. Ft.
Clear Ceiling Height:____________________Ft.
Floor Load Capacity:_______________Lbs./Square Foot
Column Spacing: Length:_____________Feet
Width:_______________________Feet
Bay Widths:_____________________________

Number of Tenancies:___________________________________________
If the building is new, and the partition walls have not yet been installed, what are the combination of spaces that can be leased?
_________________________________________________________________
_________________________________________________________________
Landlord’s desired Lease Term: ________ Years
Option to Renew: Yes ( ) No ( ) For how long? ________ Years
Option to Renew Rental Rate to be: ________________________

If the Building has been partly rented, list the names of the tenants, area occupied, and use:

<table>
<thead>
<tr>
<th>Name</th>
<th>Area (Sq. Ft.)</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.___________</td>
<td>___________</td>
<td>__________________________</td>
</tr>
<tr>
<td>2.___________</td>
<td>___________</td>
<td>__________________________</td>
</tr>
<tr>
<td>3.___________</td>
<td>___________</td>
<td>__________________________</td>
</tr>
<tr>
<td>4.___________</td>
<td>___________</td>
<td>__________________________</td>
</tr>
<tr>
<td>5.___________</td>
<td>___________</td>
<td>__________________________</td>
</tr>
<tr>
<td>6.___________</td>
<td>___________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

If the building is being leased to a single tenant, is there space for outside storage?
Yes. Area: ________________  No ( )
Description: ____________________________

Are ancillary buildings available:   Yes ( ) No ( )
Description of ancillary buildings, area, etc.: ____________________________

<table>
<thead>
<tr>
<th>Space</th>
<th>Voltage</th>
<th>Amperage</th>
<th>Single Phase</th>
<th>Three Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>/</td>
<td>/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>/</td>
<td>/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>/</td>
<td>/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>/</td>
<td>/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>/</td>
<td>/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>/</td>
<td>/</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sprinklers:  Yes  No  Floor Drains
Space 1.    _______  _______  __________

Services:

Rail:
Is the space serviced by rail? No ( )
Yes ( ) Dock Loading________  Ground Loading ______________
Rail Company:_____________  Contact: ______________________
Could rail service be provided? Yes ( ) No ( )
Estimated Cost: $____________________
Who Will Pay? Landlord ( ) Tenant ( ) Shared:_______________
2. _______ _______ _______
3. _______ _______ _______
4. _______ _______ _______
5. _______ _______ _______
6. _______ _______ _______

Lighting:
Warehouse/Industrial Area: ________________________Foot Candles
Office Area: ________________________Foot Candles
Skylights:__________________________

Security and Alarm Systems:
Space 1. ________________________________
2. ________________________________
3. ________________________________
4. ________________________________
5. ________________________________
6. ________________________________

Drainage - Description of the Floor Drains:
1. ________________________________
2. ________________________________
3. ________________________________
4. ________________________________
5. ________________________________
6. ________________________________

Gas:
Is Natural Gas connected?  Yes ( ) No ( )
Can Natural Gas be connected? Yes ( ) No ( )
Cost of connecting: $_______________________
Paid for by: ______________________________

Heating Systems: Industrial/Warehouse Area and Offices

<table>
<thead>
<tr>
<th>Space</th>
<th>Warehouse/Manufacturers</th>
<th>Heating</th>
<th>Air Conditioning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>_______________________</td>
<td>_______</td>
<td>_______________</td>
</tr>
<tr>
<td>2.</td>
<td>_______________________</td>
<td>_______</td>
<td>_______________</td>
</tr>
<tr>
<td>3.</td>
<td>_______________________</td>
<td>_______</td>
<td>_______________</td>
</tr>
<tr>
<td>4.</td>
<td>_______________________</td>
<td>_______</td>
<td>_______________</td>
</tr>
<tr>
<td>5.</td>
<td>_______________________</td>
<td>_______</td>
<td>_______________</td>
</tr>
<tr>
<td>6.</td>
<td>_______________________</td>
<td>_______</td>
<td>_______________</td>
</tr>
</tbody>
</table>

Rentable Areas and Lease Rates:

<table>
<thead>
<tr>
<th>Warehouse/Mfg. Area</th>
<th>Office Area (Sq. Feet)</th>
<th>Total</th>
<th>Lease</th>
<th>Basic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Length</td>
<td>Area Width (Sq.Ft.)</td>
<td>First Floor Area</td>
<td>Second Floor Area</td>
<td>Mezzanine Area</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------</td>
<td>------------------</td>
<td>-------------------</td>
<td>----------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note:

1. The landlord may or may not include the mezzanine in the calculation of the rentable area. If the mezzanine area is not included in the rentable area, show the area, since it is a feature or benefit for the tenant but exclude the area in the annual rent calculation.

2. In the case of a single tenant building, there may be ancillary buildings on the property, which the landlord may or may not include in the rentable area. This should be verified with the landlord.

3. If there is any common area space such as enclosed loading bays, service corridors, you will have to ascertain whether the landlord will be including the tenants’ proportional share of this space in calculating the rentable area.

4. The safest approach is to ask the landlord how much the annual rent is for the space. This approach overcomes the problems of determining the rentable area, particularly if there are mezzanines, common areas, ancillary buildings, etc.

**Leasehold Improvements, Allowances, and Office Build-out Factors**

Existing Space: Describe the existing leasehold improvements and the office areas, washroom facilities, etc.:

_________________________________________________________

_________________________________________________________

_________________________________________________________

_________________________________________________________

New Space: Is the lease a “shell lease”? Yes ( ) No ( )

Will the landlord provide leasehold improvements Yes ( ) No ( )

What is the office build-out factor? ___%
What is the maximum leasehold improvements allowance? $__________

**Additional Rent and Operating Costs**

Will the tenant pay for:

<table>
<thead>
<tr>
<th>Operating Costs</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating expenses and common area expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation of Mechanical Equipment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What operating costs are paid for by the landlord, paid for by the tenants?

<table>
<thead>
<tr>
<th>Operating Costs</th>
<th>Paid by the Tenant</th>
<th>Paid by the Landlord</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ______________</td>
<td>______________</td>
<td>____________________</td>
</tr>
<tr>
<td>2. ______________</td>
<td>______________</td>
<td>____________________</td>
</tr>
<tr>
<td>3. ______________</td>
<td>______________</td>
<td>____________________</td>
</tr>
<tr>
<td>4. ______________</td>
<td>______________</td>
<td>____________________</td>
</tr>
<tr>
<td>5. ______________</td>
<td>______________</td>
<td>____________________</td>
</tr>
</tbody>
</table>

What is the estimate of the “Additional Rent” for operating costs, common area costs, etc., paid for by the tenant.

Additional Rent $_______ per square foot per year.

**Description of Leasehold Improvements**

<table>
<thead>
<tr>
<th>Existing</th>
<th>By The Tenant</th>
<th>By The Leasehold</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>__________</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>__________</td>
<td>__________</td>
<td>__________</td>
</tr>
</tbody>
</table>

**Restrictive Covenants:**

Are there restrictive covenants in the lease that could influence the tenancy, such as operating hours, use restrictions, etc. Restrictive covenants are common in industrial parks.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Landlord Tenancy Preference:
Landlord favours the following kinds of tenants:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

The following kinds of uses are not acceptable to the landlord or not allowed under the zoning by-laws:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Loading/Unloading Facilities.

<table>
<thead>
<tr>
<th>Dock Level</th>
<th>Ground Level</th>
<th>No. of Doors</th>
<th>Door Sizes</th>
<th>Canopies</th>
<th>Dock Leveller(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space 1.</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>______________</td>
</tr>
<tr>
<td>2. _______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>______________</td>
</tr>
<tr>
<td>3. _______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>______________</td>
</tr>
<tr>
<td>4. _______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>______________</td>
</tr>
<tr>
<td>5. _______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>______________</td>
</tr>
<tr>
<td>6. _______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>______________</td>
</tr>
</tbody>
</table>

Note: If there is more than one loading/unloading area this should be noted and whether the doors are in the front, rear, or side of the premises.

Loading Bays:
Conventional Trucks: ______________________________
Accommodates Semi Trailers: __________________________

Parking and Grounds.

<table>
<thead>
<tr>
<th>Space 1.</th>
<th>Employees</th>
<th>Visitors</th>
<th>Total</th>
<th>Truck Fleet Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. _____</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>3. _____</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>4. _____</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>5. _____</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>6. _____</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
</tbody>
</table>

Are the parking areas, loading bays, paved or unpaved? Describe:

________________________________________________________________________
________________________________________________________________________

Landscaping Description:
Property is Fenced and Secured ( ) Yes ( ) No

**Contamination Concerns.**

Asbestos: ____________________________________
PCBs:      ____________________________________

Is it possible that the tenant may be renting a site which has previously been contaminated?

Is an environmental audit available?    (   ) Yes      (    ) No
City or Municipality File Checked?     (   ) Yes      (     ) No

**Locational Advantages:**

Access To:
   Nearest Highway:_________________________________________________
   Freeway: _____________________________________________________

Does the property offer other locational benefits such as being close to rail service, bulk terminals, wharf areas, bonded warehouses, custom brokers, airports, freight terminals and distribution centres, etc.

_________________________________________________________________________
_________________________________________________________________________

What type of users could benefit from the locational advantages and be compatible with the existing tenancies?

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

What types of owner/users and tenants occupy the adjacent building? Does the area seem to attract certain kinds of tenants? Why? This information may help you identify a target leasing market.

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

**Signage:**

Description of the available signage:
Comments on visibility from highways, etc.:

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Comments.

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________