

Building/Suite Information

- Building name _____
- Location/address _____
- Highway access _____
- Parking (free or fee?) _____
- MBTA access _____
- Local amenities _____
- Building/suite neighbors _____
- Leasable square footage _____
- Common area percentage _____

Lease Information

- When is space available _____
- Rate per square foot _____
- Lease term _____
- Type of lease _____
- Security deposit _____
- Building operating fees _____
- Construction allowance _____
- Construction financing _____
- Expansion provisions _____
- Use limitations _____

Leasing Process

- Design and planning _____
- Leasing representative _____
- Building manager _____
- Construction provider _____
- Building owner reputation _____