

Office Space Viewing Sheet

Date viewed: _____

Suite Address: _____

Agent, Contact Info: _____

The Building Neighborhood: _____

Public transit nearby: _____

Parking (in building or nearby): _____

Correct zoning: _____ Quality of public areas: _____

Ambient noise levels: _____

Disabled access: _____

Washrooms (clean, quality, accessibility): _____

Bldg hours: _____

Entry system: _____

Signage: _____ Recycling/refuse system? _____

Neighbors (Appropriate? Referral sources?): _____

The Suite Square feet: _____ # Rooms: _____ Rental rate: _____

Plus maintenance fee (& what is included?) _____

Waiting room (size, qualities): _____

Space for reception/assistant: _____

Consulting room sizes? _____

Locks, entry door, security: _____

Interior doors, soundproofing: _____

Heating (type, controls in suite, AC?): _____

Windows (Single, double glazed? Openable? Sills?): _____

Ceiling, lights (include changes needed): _____

Do interior walls stop at dropped ceiling? _____

Renovations required: _____

Neighbor's reviews of management company: _____

Overall impression: _____