

Ingoing Tenant's Check List

Location

Main line stations

Underground stations/lines

Good quality local amenities (hotels/restaurants etc)

Floor Sizes

Total building size sq ft

Individual floor sizes sq ft

Specification

New Development Refurbished

Air Conditioning | What type?

Space for additional tenant plant? Yes No

Raised Floor | What depth?

Perimeter or underfloor trunking Yes No

Type of ceiling

Floor to ceiling height

Lighting

BREEAM Rating

24 hour security Yes No

Security/CCTV Yes No

Access control Yes No

Manned reception Yes No

Back up generator Yes No

Double glazing Yes No

Natural light on how many sides

Shower facilities Yes No

DDA compliant Yes No

How many passenger lifts?

Goods lift/access for deliveries Yes No

Kitchen facilities/capped off services Yes No

Re-cycling facilities Yes No

Car parking on site | How many?

Closest public car park

Bike racks | How many?

Designated outside smoking area Yes No

Floor plans/space plans available Yes No

Other tenants in the building Yes No

Business sector/quality of other tenants

Costs

Rent £ per sq ft

Rates £ per sq ft

Service Charge £ per sq ft

All in cost £ per sq ft

Lease term

Lease length offered

Break options

Inside/Outside the L & T Act?

Available

Practical completion date or date vacant

Landlord's name