

Top 10 Questions to Ask about Office Properties

1. Is the location considered desirable? Is it easily accessible from highways and mass transit for employees, customers, and suppliers?
2. What are the amenities (eg., food service, convenience shopping)?
3. Are HVAC and elevator systems state-of-the-art or will the building be upgraded? What costs of upgrading, if any, will be passed on to tenants? Is power sufficient to meet your needs?
4. How efficient is the layout of the building? How does proposed space compare in efficiency to other office buildings in the market?
5. How effective is management in responding to tenant needs and in communicating to tenants?
6. How is the property maintained? How is janitorial service handled?
7. Is the building ADA-compliant?
8. Is the building wired for high-speed Internet access and data transmission? Does it offer fixed wireless telecommunications service?
9. What is the building's financial condition? Existing mortgage? Is there a refinancing pending? Are major leases turning over soon?
10. Has the building ever experienced problems with asbestos, indoor air quality, or other environmental issues? How were the problems resolved?