



## Retail Tenant Needs Analysis Questionnaire

### Tenant Information:

Tenant Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Decision Maker(s): \_\_\_\_\_

Telephone: Email: \_\_\_\_\_

Date of Needs Analysis: \_\_\_\_\_

### Needs Analysis Questions:

Tell me about your company. What does your company do? What does your company sell or do in its retail locations?

- Pure retail - Specify: \_\_\_\_\_
- Office in a retail space - Specify: \_\_\_\_\_
- Medical retail - Specify: \_\_\_\_\_
- Service center retail - Specify: \_\_\_\_\_
- Restaurant - Specify: \_\_\_\_\_
- Entertainment retail - Specify: \_\_\_\_\_
- Other - Specify: \_\_\_\_\_

Are you looking to move your existing location or are you looking to open additional locations in this area? \_\_\_\_\_

If moving, how long is your current lease? \_\_\_\_\_

When does it expire? \_\_\_\_\_

When do you intend to move? \_\_\_\_\_

If for some reason you are not able to secure the right space in time, is staying in your current location for a couple months an option? What would be the ramifications of holding over? \_\_\_\_\_

How many other locations do you have nearby? Are they representative of what you are looking for now? \_\_\_\_\_

Why did you choose your current location? How did you go about selecting it? \_\_\_\_\_

What do you like most about your current location? \_\_\_\_\_

What do you like least about your current location? \_\_\_\_\_

Would you please show me around your current location? Is it representative of what you are looking for? \_\_\_\_\_

What is most important to you in a new location? \_\_\_\_\_

In what type of property would you prefer that your new store be located?

- Regional Mall  Power Center
- Big Box Retailer  Freestanding Retail Site
- Strip Mall  Urban Street Retail or
- Office and/or Industrial Conversion Community Commercial Retail
- Other:

Are there specific retailers you would like to be around? \_\_\_\_\_

Are there specific retailers you would not like to be around? \_\_\_\_\_

What area and vicinity is of most interest to you? \_\_\_\_\_

Why? \_\_\_\_\_

Are there particular buildings or developments that are of interest?

Why? \_\_\_\_\_

Are there areas or locations you will not entertain? \_\_\_\_\_

Why? \_\_\_\_\_

Where would you like to be located within a development?

Anchor Tenant  End Cap

Pad Site  In-line

How much of your own traffic do you create? \_\_\_\_\_

Can you afford to be in an un-anchored shopping center? \_\_\_\_\_

Would you fair better in a well-anchored center despite higher costs? \_\_\_\_\_

How many square feet would you like to lease? \_\_\_\_\_

What would be a typical or ideal layout of your space? \_\_\_\_\_

Besides what you have already told me, is there any additional space needed at this location? Office? Storage? Service facility? Computer rooms? etc. \_\_\_\_\_

Is there any other space you will need that I have not covered? \_\_\_\_\_

Do you have plans to grow or expand this location in the near future? \_\_\_\_\_

At what rate? \_\_\_\_\_

What kind of traffic counts do you want in a new location? \_\_\_\_\_

Foot? \_\_\_\_\_ Vehicle? \_\_\_\_\_

Does it matter to you what side of the street you are on? \_\_\_\_\_

If so, would you prefer to be on the AM or PM side of the street? \_\_\_\_\_

What demographics do you need to see around the new site? \_\_\_\_\_

What are your requirements for power? \_\_\_\_\_

How many watts per square foot of electricity you need? \_\_\_\_\_

Are there any requirements that are out of the ordinary? \_\_\_\_\_

What communications services do you need in the new site?

Telephone  Satellite  High-Speed Internet -

Specify: \_\_\_\_\_

Cable  Other - Specify:

Will there be any wet uses at this location? \_\_\_\_\_

If so, what are your requirements for water? \_\_\_\_\_

Refrigeration? \_\_\_\_\_

Floor drains? \_\_\_\_\_

Effluent treatment? \_\_\_\_\_

What requirements do you have for signage? \_\_\_\_\_

How many people will you employ at this site? \_\_\_\_\_

What are your parking and transportation needs? \_\_\_\_\_

Are there any other special requirements that I have not asked about? \_\_\_\_\_

How do you plan to finish or improve your space? \_\_\_\_\_

Do you currently have your own tenant improvement contractor or team that will finish your space? \_\_\_\_\_

What is your annual budget? \_\_\_\_\_

What length of lease is preferable? \_\_\_\_\_

How much can you put down for a deposit? \_\_\_\_\_

How much would you be willing to spend to make the space look and feel the way you want it to? In other words, how much could you budget for tenant improvements? \_\_\_\_\_

What is your credit rating like? \_\_\_\_\_

How much are you willing to pay each month for all the costs associated with leasing the space, including lease payments, CAM's, advertising fees, etc.? \_\_\_\_\_

Many shopping centers require percentage leases. Are you willing to sign a percentage lease? If so, what do you expect your annual sales to be from this location? \_\_\_\_\_

In the right situation, is buying your own property an option? \_\_\_\_\_

When it comes time to look at properties, how do you prefer to do that?  
\_\_\_\_\_ Who will do it? \_\_\_\_\_

How are decisions to lease property ultimately made? How will the decision for this move ultimately be made? \_\_\_\_\_

Who are all of the people that need to sign off on the final space? \_\_\_\_\_  
\_\_\_\_\_

When it comes time to make offers and sign leases, what is your process for legal review? \_\_\_\_\_

Do you currently have a lawyer or legal team that needs to review everything? \_\_\_\_  
How long does that typically take? \_\_\_\_\_

Is there any additional information you feel I will need? \_\_\_\_\_  
\_\_\_\_\_

How would you like me to communicate with you? \_\_\_\_\_