



Office Building Questionnaire

Property Information

Property Name: _____

Property Address: _____

Current Owners: _____

Address: _____

Decision Maker(s): _____

Telephone: _____ Email: _____

Decision Maker(s): _____

Telephone: _____ Email: _____

Property Management: _____

Telephone: _____ Email: _____

Categories & Classifications

High-Rise Mid-Rise Low-Rise Mixed-Use / Community Commercial

Class of Construction

Class A (generally post-1960's) Class B (generally pre-1960's)

Date Constructed: _____ Operable Windows? Yes No

Construction Method/Materials: _____

Quality of Operation & Maintenance

Class A Class B Class C Class D

Important Questions to Ask About Office Buildings

Is it a: Side Core? Center Core? Off-Set Center Core?

(If possible, obtain and attach a floor plan)

What is the core depth? _____

What are the dimensions of the mullions? _____ or what sized offices can be constructed along the window line? _____

How many usable square feet are there? _____

How many rentable square feet are there? _____

What is the load factor? _____

How much space is currently vacant? _____

Is any of the vacant space subject to any options or rights of first refusal? _____

Generally, what types of floor plans are currently in the building? _____

What clients will be best suited for the floor plan? _____

What types of clients are currently in the building? _____

(If more than a couple, fill out the last page of the questionnaire, listing all tenants,)

Do any of the tenants have any rights to purchase the property in future? _____

How many passenger elevators are there? _____

How many freight elevators are there? _____

When was the last time the elevators were upgraded? _____

What are the costs associated with maintaining the elevators? _____

How much parking is available? _____ Cost? _____

What is the parking ratio? _____

What forms of public transportation are available nearby? _____

What is the CAM's (Common Area Maintenance Charges)? _____

What is the floor loading capacity? _____ or How much weight will the floors support? _____

How much power can the building provide? _____ How many watts per square foot? _____

How is power distributed through each suite? _____

Is core drilling an option? _____

Is power currently available in each suite/space? _____, If not, how far away is the tie-in? _____

Does all power and lighting in the building meet the current government mandated energy efficiency standards (if there are any)? _____, If not, what will it cost to bring it up to code? _____

What communications services are available in the building?

Telephone Satellite High-Speed Internet - Specify type:

Cable Other - Specify: _____

Are all these services available in each space? _____, If not, how far away are they? _____

How is the building heated, cooled and ventilated? _____

What are the standard hours of operation for the HVAC system? _____

What does it cost to run the HVAC system after hours? _____

How much fresh air is brought in on every cycle? _____

Are you fully compliant with the latest fire and Americans with Disabilities Act codes? _____

What kind of sprinklers and or other emergency apparatus that are present?

When was the last time a building permit was pulled for each space? _____

If a permit is pulled, what code compliance issues might we encounter? _____

What's being offered for tenant improvements? _____

For new construction: Is there a Tenant Improvement Work Letter, or a Tenant Improvement Allowance? _____

(If TI Work Letter, obtain a copy and attach when possible)

For second-generation space: Is there a Tenant Improvement Allowance? _____, If so, are there necessary improvements that this amount is meant to cover?

Is there a tenant improvement contractor that must be used when doing work in the building? _____

Do you charge a management fee for tenant improvements? _____

Is there anything else you think I should know about the building that would impact my ability to represent you or my client effectively? _____
