



## Retail Space Requirements Survey

### Site Requirements

1. What is the desired location? (City/Market) \_\_\_\_\_
2. Is there a desired/required street or intersection? \_\_\_\_\_
3. What is the retail space total square footage requirement? \_\_\_\_\_
4. Do you have a budget or target lease rate? \_\_\_\_\_
5. Are there any specific demographic requirements or preferences? \_\_\_\_\_
6. How many employees will be at this location? \_\_\_\_\_
7. Who are your preferred neighbor tenants? \_\_\_\_\_
8. Who are your unpreferred neighbor tenants? \_\_\_\_\_
9. Do you have a target traffic count? \_\_\_\_\_
10. What is your signage requirement? (Pylon/Monument) \_\_\_\_\_
11. Is visibility important? (Major highway or road, etc) \_\_\_\_\_
12. Do you have a 5 and 10 year plan for expansion? \_\_\_\_\_

### Building Specs

13. How many private offices/rooms do you require? \_\_\_\_\_
14. How many restrooms do you require? \_\_\_\_\_
15. Are there special parking requirements beyond city ordinance? \_\_\_\_\_
16. Do you have any specialized equipment that require special planning? \_\_\_\_\_
17. Do you store anything that is considered hazardous? \_\_\_\_\_
18. What are the finish out requirements? (Decor, etc.) \_\_\_\_\_
19. Are there special power needs and/or requirements? \_\_\_\_\_
20. What is the cabling requirement (standard/access)? \_\_\_\_\_
21. Is there a required clear height? \_\_\_\_\_
22. Are there special lighting requirements? \_\_\_\_\_
23. What are the flooring requirements? \_\_\_\_\_
24. Are there any specific plumbing requirements? \_\_\_\_\_
25. Do you require or need special windows and/or skylights? \_\_\_\_\_
26. Do you have a space plan or planner? \_\_\_\_\_
27. Do you need a break room for your employees? \_\_\_\_\_
28. What is your timeline for occupancy for the new space? \_\_\_\_\_
29. Do you have a preferred contractor or architect? \_\_\_\_\_
30. Any other requirements? \_\_\_\_\_