

TENANT QUESTIONNAIRE AND REQUIRED DOCUMENTS

Date: _____

Contact: _____ Phone: _____ Email: _____

Entity Name, Website: _____

QUESTIONS FOR POTENTIAL TENANTS

BUSINESS INFORMATION

- What type of business do you operate? _____
- How long have you been in business? _____
- What are your business hours? _____
- How many employees do you have? _____
- How many parking spaces do you need? _____
- Do you have any specific requirements for the layout or amenities of the space?

SPACE REQUIREMENTS

- What is the ideal square footage you are looking for? _____
- Do you require any special accommodations (e.g., loading docks, high ceilings, sprinkler system, etc.)? _____
- What is your preferred lease term (e.g., 1 year, 3 years, 5 years)? _____
- Do you need space for future expansion? _____
- What is your budget for leasing this space? _____

LOCATION PREFERENCES

- Which areas or neighborhoods are you interested in? _____
- Are you looking for a high-traffic location or something more secluded?

- Do you need easy access to public transportation? _____
- Is there a minimum traffic count? _____
- Are there any nearby businesses or amenities that are important to you?

TENANT QUESTIONNAIRE AND REQUIRED DOCUMENTS

TIMING AND AVAILABILITY

- When do you need to move into the new space? _____
- Are you flexible with your move-in date? _____
- Do you have any existing leases or commitments that might affect your timeline?

NOTES: _____

DOCUMENTS REQUIRED FOR LANDLORD CONSIDERATION

- ☐ Completed rental application form
- ☐ Proof of business registration and licensing
- ☐ Bank statements for the last 6 months (Personal last 3)
- ☐ Business Financial Statements for the past 2-3 years
- ☐ Personal and Business Tax Returns for the past 2-3 years
- ☐ Personal Financial Statement (PFS)
- ☐ Proforma P&L – Profit and Loss (if applicable)
- ☐ Credit report and credit references
- ☐ Personal and business references
- ☐ Copy of the business plan (if applicable)
- ☐ Insurance coverage (can wait - based on landlord requirements)
- ☐ Photo ID of business owner(s) or authorized representative(s)
- ☐ _____
- ☐ _____