

## LEASING A RETAIL SPACE CHECKLIST

Before signing a lease for your new retail space, run through this checklist to be sure you are accounting for all the variables and getting everything you need from the space:

### SPACE AND LOCATION REQUIREMENTS

- ☐ Location with demand for your products
- ☐ Included equipment/fixtures
  - ☐ Checkout desk
  - ☐ Employee or breakroom space
  - ☐ Fitting rooms
  - ☐ Office space
  - ☐ Storage
  - ☐ Bathroom
- ☐ Square feet
- ☐ Local safety rating
- ☐ Proximity to public transportation
- ☐ Similar retail options in the vicinity
- ☐ Access to your target market

### LEASE TERMS AND FEES:

- ☐ Type of lease (single, double, triple, or modified net lease or short term lease)
- ☐ Rent fee (agree to a rate that is no more than 5%-10% of gross sales)
- ☐ Down payment and security deposit
- ☐ Rent hikes
- ☐ Length of lease
- ☐ Lease incentives
- ☐ Utility fees
- ☐ Maintenance fees
- ☐ Property taxes
- ☐ Insurance rate
- ☐ Broker fees
- ☐ Exclusive use clause
- ☐ Renovation or construction restrictions
- ☐ Signage restrictions
- ☐ Subleasing clause
- ☐ Co-tenancy clause
- ☐ Emergency and escape clauses