

RELOCATION QUESTIONNAIRE

SUMMARY OF NEW REQUIREMENTS



A. SIZE

1. USABLE SQUARE FEET _____
2. NUMBER OF STAFF/EMPLOYEES INITIALLY _____
3. NUMBER OF STAFF/EMPLOYEES ESTIMATES DURING PRIMARY LEASE TERM _____
- RELATIVE CERTAINTY OF ABOVE _____ %

B. BREAKDOWN OF REQUIREMENTS

1. RECEPTION ROOM (S) _____ X _____ /SEATING # _____
2. CONFERENCE ROOM (S) _____ X _____ /SEATING # _____
3. LIBRARY ROOM _____ X _____
4. KITCHEN AREA _____ X _____
5. STOCKROOM _____ X _____
6. FILING ROOM (S) _____ X _____
7. EXECUTIVE AREAS _____
8. OTHER PRIVATE OFFICES _____
9. ADMINISTRATIVE/SECRETARIAL AREAS _____
10. SEPARATE COMPUTER FACILITY _____
11. OTHER AREAS _____

C. TERM

1. PROJECTED COMMENCEMENT DATE; _____
2. OPTIONS _____

D. RENT

1. BUDGET RESTRICTIONS: _____
2. CORPORATE OR EXECUTIVE POLICY RESTRICTIONS _____

E. PARKING

1. PROJECTED REQUIREMENTS UPON MOVE IN; _____
2. PROJECTED REQUIREMENTS AFTER ONE YEAR _____
3. NUMBER OF UNASSIGNED PARKING _____
4. NUMBER OF ASSIGNED/RESERVED PARKING _____
5. BUILD PARKING INTO RATE OR PAY SEPARATELY; _____
6. ESTIMATE USAGE OF VISITOR PARKING PER HOUR _____

F. AMENITIES

1. SNACK BAR _____
2. RESTAURANT _____
3. HOTEL NEEDS _____
4. TRANSPORTATION _____
5. OTHER _____

G. BUILDING/FLOOR PREFERENCE

1. HEIGHT; HIGHRISE/LOWRISE/VIEW /OTHER _____
2. FLOOR; NO PREFERENCE/FIRST FLOOR ONLY/TOP FLOOR _____
3. ELEVATOR LOBBY IDENTITY/ CONSIDERATION _____
4. GEOGRAPHIC PREFERENCE N _____
S _____ E _____ W _____

H. LEASEHOLD IMPROVEMENTS

1. CARPET/OTHER FLOOR COVERINGS _____
2. WALL FINISHES _____
3. LIGHTING _____
4. OPEN PLANNING VS PRIVATE OFFICES _____
5. SPECIAL HVAC _____
6. SPECIAL ELECTRICAL _____
7. MILLWORK _____
8. PLUMBING _____
9. ENTRY DOORS/SPECIAL DOORS _____
10. MISCELLANEOUS ITEMS _____

I DECISION MAKING PROCESS

1. DECISION MADE BY; _____
2. IS CORPORATE APPROVAL REQUIRED? _____
3. IS BOARD APPROVAL REQUIRED? _____
4. PROJECTED TIMING FOR DECISION _____

J. REASON FOR RELOCATION;

K. LEGAL ENTITY TO SIGN LEASE; _____

1. ENTITY A SOLE PROPRIETORSHIP; LTD. PARTNERSHIP;
GENERAL PARTNERSHIP; CORPORATION; _____
2. WHEN AND WHERE WAS IT FORMED; _____
3. BANKING REFERENCES; _____
4. BUSINESS REFERENCES; _____
5. CURRENT AND PREVIOUS YEARS FINANCIALS AVAILABLE
UPON LANDLORD REQUEST? _____

L. ADDITIONAL INFORMATION NECESSARY TO COMPLETE RESEARCH

PLEASE COMPLETE ALL APPLICABLE BLANKS AND RETURN