



THREESIXTY^o
REAL ESTATE SOLUTIONS

Plan. Develop. Manage.

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Prospective Commercial Client Needs Analysis

Prospective Client: _____

Prospective move-in date: _____

Phone: _____ Email: _____

New construction verses existing construction (circle one)

Desired term of lease: _____

Desired number of options to extend:

Site

1. Where is your perfect location? _____

(Circle one of the following)

How Important is:

2. It to have access to major roads or visibility:
Important Indifferent Not Important

Explain: _____

3. The quality of the surrounding neighborhood:
Important Indifferent Not Important

Explain: _____

4. It for there to be enough land for future expansion:
Important Indifferent Not Important

Explain:

5. It to have on site parking:
Important Indifferent Not Important

Explain:

6. It to have access to public transportation (i.e. bus)
Important Indifferent Not Important

Explain:

7. It to have views of natural habitat:
Important Indifferent Not Important

Explain:

8. It to have ease of way in finding the site for visitors:
Important Indifferent Not Important

Explain:

9. It to have close proximity to other businesses (i.e. shopping, mall, post office,
court house, etc...):
Important Indifferent Not Important

Explain:

10. The amount of green space:
Important Indifferent Not Important

Explain:

Building

1. Standard HVAC verses mid to upper end HVAC (circle one)

- a. How many VAV boxes do you want?
 - i. One per office
 - ii. One per three office
 - iii. None
 - iv. Etc... _____

2. Identify the required area (square footage) for the building to meet your needs:

3. What is your current utilization factor:

Usable Space _____ ÷ Total Space _____ = utilization factor _____ %

4. What is your preference for distribution of the building area:

- a. All on one floor
- b. Distributed on two floors
- c. Distributed on three floors

Explain:

(Circle one of the following)

How Important is:

1. The connection of the company to the building (IMAGE):

Important Indifferent Not Important

Explain:

2. It for your company to be the only building tenant:

Important Indifferent Not Important

Explain:

3. It for your company to be the primary building tenant:

Important Indifferent Not Important

Explain:

4. Sharing the building with other tenants:

Important Indifferent Not Important

Explain:

5. How important are the aesthetics of the building:

Important Indifferent Not Important

Explain:

6. The flexibility to reconfigure space (interior):

Important Indifferent Not Important

Explain:

7. It to be able to expand (exterior):

Important Indifferent Not Important

Explain:

8. How would you describe the “quality” level of your proposed finished building:

- a. High... Brick/Stone exterior wall with pitched and/or flat roofs and accents
- b. Moderate... Blend of masonry and metal/wood exterior wall with flat roof
- c. Budget... Metal/Wood exterior wall with flat roof and minimal trim

Explain:

9. Outline your schedule expectations: Time frame? Weeks / Months

- a. Selection of developer team/decision to proceed date: _____
- b. Commence construction date: _____
- c. Move in to new facility date: _____

Explain:
