

Property Selection Checklist



No	Item	Notes	Comments
1	Lease Considerations		
a	<ul style="list-style-type: none"> Term & extensions 		
b	<ul style="list-style-type: none"> Rent & Outgoings 		
c	<ul style="list-style-type: none"> Lease incentives 		
d	<ul style="list-style-type: none"> Redevelopment 		
e	<ul style="list-style-type: none"> Sublease/Assignment 		
f	<ul style="list-style-type: none"> Permitted Use 		
g	<ul style="list-style-type: none"> Other 		
2	Size and Location		
a	<ul style="list-style-type: none"> Space Planning 	See the TKO space planning calculator	
b	<ul style="list-style-type: none"> Accessibility 	Public Transport Parking Disabled Access	
c	<ul style="list-style-type: none"> Future Requirements 	Expansion	
b	<ul style="list-style-type: none"> Location 	Client proximity Suppliers Competitors	
3	Zoning	Confirm suitable for planned use	
4	Building / Infrastructure		
a	<ul style="list-style-type: none"> Building 	Overall Age & Condition	
b	<ul style="list-style-type: none"> Electrical considerations 	Wiring RCD Lighting Power Supply	
c	<ul style="list-style-type: none"> Ceiling 	Condition	
d	<ul style="list-style-type: none"> Floor Coverings 		
e	<ul style="list-style-type: none"> Window Treatments 		
f	<ul style="list-style-type: none"> Kitchen 	Hot Water System	
g	<ul style="list-style-type: none"> Phone & Data 	Fibre to building/lease area	
h	<ul style="list-style-type: none"> Air conditioning 	Last Service, condition	
i	<ul style="list-style-type: none"> Watertight 	Ensure no leaks in building	
j	<ul style="list-style-type: none"> General Amenity 	Noise Maintenance Program Neighbours	