

**Prepare for Landlord Approvals:**

1. Financials: Dependent on Landlord's exact requirements, which can include: Personal Financial Statement, Business Balance Sheet, Profit & Loss Statement/Income Statement, Bank Statements, Personal Credit & Background Check.
2. New Businesses will most likely need to submit a Business Plan, Pitch Deck and/or Marketing Plan.
3. New Businesses will also need to show qualifications and experience related to the business you would like to open.

**Site Requirements & Considerations (Start search ~6 months in advance):**

4. Market Area
  - a. Demographics for client and/or employee base
  - b. Visibility and traffic counts surrounding the property
  - c. Budget – total base & net expenses if not included as a gross lease (square foot rates vary based on submarket)
5. Lease Term
6. Square Footage Requirements
7. Building class
8. Amenities & Buildout Requirements i.e. –
  - a. Office: conference rooms, kitchenette, training room, reception area
  - b. Retail: common areas, parking, signage, visibility
  - c. Industrial: clear height, HVAC, electrical, laydown yard
  - d. Specialty: site requirements specific to type of business – grease trap, electrical availability, sinks
  - e. Texas Department of Licensing & Regulation's use requirements
9. Business Operating Hours – availability of after hours air conditioning, security