



How to Start a Small Business

Premises Checklist

After you have chosen a site, check the following points before you sign a lease or a purchase agreement:

General Conditions:

- Is there sufficient electrical power?
- Are there enough electrical outlets?
- Are there enough parking spaces for customers and employees?
- Is the lighting sufficient?
- Are the heating and or air conditioning sufficient?
- Will the local council (or zoning authority) allow your business to operate in these premises?
- Do plans exist for any road widening / changes which might affect access to the premises?
- Can supplies be delivered easily?
- Are there any maintenance issues with the structure (leaking roof, signs of previous flooding etc)?
- What is the cost of business protection insurance (i.e. fire, theft, burglary etc) for this location?
- Does the building have adequate security systems?
- What is the square meter-age of the property and is it adequate for your business needs?

Leasing Conditions:

- Do you have written guidelines for renewing the lease?
- When do your lease payments commence?
- Do you know your date of possession?

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- What are the remedies if the landlord fails to meet his or her obligations under the lease (i.e. for repairs and maintenance)?
- Are the remedies for the interruption to the use of the premises defined in the lease agreement?
- Are there any limitations on after hours access to the premises?
- What are the outgoings apart from the lease payments?
 - Taxes?
 - Utilities?
 - Rates?
 - Maintenance fees?

Purchase Conditions:

- Is the building structurally sound?
- Are tenants currently occupying the building, and if so, when will you have vacant possession of the property?