MAIN STREET YORK

BEFORE YOU LEASE

Commercial Building Walk-Through Checklist

YOUR GOAL: GATHER INFORMATION

Take photos and notes. A walk-through is not an inspection or approval for your business use.

LOOK CLOSELY AT THE SPACE

- [ ] Electrical, plumbing, HVAC, floors, walls and ceiling
- [ ] Restroom location, condition and accessibility
- [ ] Steps, narrow doors, thresholds and changes in floor level
- [ ] Front and rear entrances, exits and accessible routes
- [ ] Exit signs, emergency lights, alarms and fire protection
- [ ] Power, outlets and capacity for your equipment
- [ ] Water, sewer, sinks, drains and ventilation needs
- [ ] Storage, deliveries, trash removal and parking
- [ ] Utilities, internet access and possible sign locations
- [ ] Signs of leaks, water damage, mold, pests or roof problems
- [ ] Room, doorway, storefront and equipment-area measurements

ASK THE PROPERTY OWNER

- What was the most recent use of the space?
- Are there known building, fire, electrical or plumbing issues?
- Which improvements will the owner complete?
- Which repairs or upgrades will be the tenant's responsibility?
- Who is responsible for the roof, HVAC, plumbing and major repairs?
- Were previous improvements completed with the required permits?
- What is included in the rent? Which costs or utilities are additional?
- Are utilities shared? Are there restrictions on signs or storefront changes?

BEFORE SIGNING A LEASE

Confirm that your proposed use is allowed and learn what approvals, inspections and improvements may be required. Consider making the lease contingent upon receiving the necessary City approvals. Do not begin improvements or install signage without guidance.