

Flex Space Tour Scorecard

Fill this out during or right after every property tour, so you can compare buildings side by side later. | whyflexspace.com

Property Name / Address:

Broker / Contact:

Date Toured:

Space & Availability

Feature	Notes
Suite / Rentable / Usable SF	
Available	Immediate / 30 Days / 60 Days / Build-to-Suit

Warehouse & Building

Feature	Notes
Office / Warehouse Ratio	
Clear Height	_____ ft
Column Spacing	
Dock-High Doors	
Drive-In Doors	
Truck Court	
Electrical Service	_____ amps
Three-Phase Power?	Yes / No
HVAC Condition	

Lease

Feature	Notes
Lease Rate	\$_____ / SF
Gross or NNN	
CAM Charges	\$_____
Lease Length	
Annual Increase	

Operations

Feature	Notes
Parking	
Internet Provider	
Restrooms	
Security	
Expansion Rights	

Overall Fit

1 2 3 4 5 6 7 8 9 10

Feature	Notes
Pros	
Cons	
Questions to Follow Up On	
Why I'd Lease This	