BUSINESS SPACE PLANNER

Three questions shape every space search: how much room you need, what you can afford, and where you should be. Work through these before you tour, and you'll know a good fit the moment you walk in.

How much space do you need?

Start with how your business works day to day, not with square footage.

How many people work there at your busiest time?	
Do customers come to you? How many at once?	
What equipment, storage, or inventory needs a home?	
Do you need private rooms, a kitchen, restrooms, or a loading area?	
How much will you grow in the next 3 to 5 years?	

How much space can you afford?

Look at your total cost of being there, not just the rent.

Base rent per month	
NNN or CAM charges (taxes, insurance, shared-area upkeep)	
Utilities, internet, and cleaning	
Security deposit and first month's rent	
Build-out beyond what the landlord covers	
Permits, signage, furniture, and technology	
Moving costs and a cushion for surprises	

**Many businesses aim to keep total occupancy costs to a modest share of revenue. Your accountant can help you find the right number for your business.*

Where should you be?

The right location makes life easier for your customers and your team.

Can customers find you, see you, and park easily?	
Is the area zoned for your type of business?	
Can deliveries and trucks get in and out?	
Is it a reasonable commute for your team?	
Who are your neighbors, and are competitors nearby?	
What signage is allowed?	

Are your financials ready?

Landlords usually want to know your business can pay the rent before they approve a lease. Having these ready can speed things up and help you negotiate.

Recent business financial statements or tax returns	
Personal financial information, since many landlords ask owners of small businesses to sign a personal guarantee	
Bank statements or proof of funds for deposits and build-out	
Your credit history, business and personal	
A business plan, especially for a new business	

**New business? That's okay. A strong plan and a larger deposit or guarantee can help.*

What are your must-haves?

Knowing what matters most makes it easier to compare spaces.

Must-Haves	Nice-to-Haves

Cindy Yi, REALTOR® | RE/MAX Metropolitan IL | 📞 (847) 461-9511 | squarefootfit.com

DISCLAIMER: This checklist is for informational purposes only and does not constitute legal, financial, or professional advice. Consult qualified professionals regarding your specific situation. Programs and requirements subject to change.© 2026 Cindy Yi, RE/MAX Metropolitan. Each Office Independently Owned and Operated.