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D-SRC Retail Readiness Guide

Part I: The Founder's Guide to Commercial Leasing

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About This Retail Readiness Guide

This guide was built to support Founders who want to grow their operations into a physical commercial space. Securing the perfect retail location can involve weeks of market research, property tours, lengthy applications, building and space assessments, and crucial legal and financial considerations. This guidebook is divided into two manuals, representing the two stages of the process we teach about (Part I) Leasing and (Part II) Construction. Use Part I of The Retail Readiness guide to learn how to prepare for the leasing process and secure a commercial space that provides an equitable value exchange for your investment.

I. OUTLINE RETAIL SPECIFICATIONS
Use the D-SOURCE "Retail Specifications" template to identify your retail space needs.

II. IDENTIFY AND SELECT PROPERTIES
Search for commercial property using resources like those listed in Section II of this guide.

III. INITIATE LANDLORD INTRODUCTIONS AND SCHEDULE SITE TOURS
Download and personalize the D-SOURCE "Landlord Introduction Letter" for the properties of your choice. Schedule property visits and complete the D-SOURCE "Retail Space Evaluation Checklist" with the property owner during each tour.

IV. EXECUTE PROPERTY TOURS, ANALYZE, AND NEGOTIATE ALTERNATIVES
Complete the D-SOURCE "Retail Space Evaluation Checklist" and get feedback from an independent tenant/buyer agent on the condition of your space and the overall building. Follow up with an attorney on the building professional's recommendations and the Lease agreement prior to execution.

V. RECONCILE PLANS AND BUDGETS
Reconcile projected Lease costs with your business plan, financial projections, and/or other budget(s)

VI. CONSULT A BUILDING PROFESSIONAL AND AN ATTORNEY
Negotiate your monthly rent and other components of your commercial Lease

VII. CONSTRUCTION AND MOVE IN
Get the D-SOURCE Retail Readiness Guide Part III: Retail Construction to learn more about commercial buildout

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I: Outline General Retail Specifications

Space Use

Which of the following applies best to the intended use of your space?

Use Type	Description
Office	Buildings used primarily as work areas for personnel, meeting and reception areas.
Industrial	Buildings used directly in power production, product manufacturing, raw material mining, and storage of textiles, petroleum products, wood and paper products, chemicals, plastics, and metals
Restaurant	Buildings used for people who pay to sit and eat meals that are cooked and served on the premises
Medical	Any hospital, clinic, center, medical school or training institution, health care facility, physician's office, infirmary, dispensary, ambulatory surgical center, or other institution or place where medical care is provided to any person
Coworking:	Buildings in which workers from different companies share office space and/or office resources
Retail	A commercial store or shop used to market and sell consumer goods and services
Flex:	A hybrid of office and industrial space
Land	Vacant parcel(s) suitable for new construction or agricultural use

Consider the following non-exhaustive list of specific features and amenities. Which of these will your company need in its retail location?

Zoning
- Residential Zoning
- Commercial Zoning
- Industrial Zoning

Space Use
- Office
- Coworking
- •Industrial
- Retail
- Restaurant
- Flex
- Medical
- Land

Dimensions
- Minimum Sq Ft Required
- Maximum Sq Ft Required
- Customer Area
- Product Development Area
- Storage Area
- Employee Parking
- Customer Parking

Property Condition
- Drywall
- Flooring
- Tiles
- Pest Mitigation
- Building Façade
- Parking Lots
- Sidewalks
- Electrical Infrastructure
- Plumbing Infrastructure
- Internet/Wi-Fi Hookup
- Heating, Ventilation, & Air Conditioning (HVAC)
- Roof Condition
- Whitebox/Retail Readiness
- Environmental Contamination

Additional Features
- Private Office Space
- Kitchen Hookup
- Kitchen Facilities
- Security Personnel

Additional Features ctd...
- Customer Restroom
- Classroom Space
- Signage Allowed
- Security Cameras
- On-Site Storage
- Conference Rooms
- Office Furnishing
- Climate Controls
- Bicycle Storage
- Fitness Center
- Adjustable Lighting
- Recording Room
- Outdoor Seating Area
- Printing & Scanning
- On-Site Food Options
- Natural Lighting
- Outdoor Open Space
- Cleaning Crew
- Outdoor Landscaping
- Indoor Rec Space
- Cleaning Crew
- Painting Allowed
- Renovations Allowed
- Usable Garden Space

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II: Outline Technical Retail Specifications

Technical retail specifications include elements such as dimensions and zoning. Technical specifications ultimately determine whether the space is appropriate for your business..

Space Size and Cost

Commercial property is leased, sold, and developed on a cost per square foot basis. Using the following formula, calculate the annual cost per square foot that is ideal for your business budget.

$$\frac{\text{Desired Annual Rent}}{\text{Desired Square Footage}} = \text{Cost per Square Foot Per Year}$$

Zoning

Zoning is the regulation, control, and division of land uses to ensure development compatibility. These regulations determine building location, spacing, form, size, and allowable uses on a parcel.

Zoning Designation	Common Names	Description | Properties occupied primarily by...
Low Density Residential	R1, R2	Single-family homes or buildings with few units
Med Density Residential	R3, R4	Limited multifamily (e.g., condominiums)
High Density Residential	R3, R4, R5, R6	Buildings w/ higher population density than average
Low Scale Business, Commercial, Office	B1, B2, B3, C1, C2, C3, O1, O2, O3	Mixed (retail+residential), business, commercial, or office uses which meet day-to-day convenience and service needs
Med Scale Business, Commercial, Office	B3, B4, C3, C4, O3, O4	Mixed (retail+residential), business, commercial, or office use serving a larger consumer population to a limited extent
High Scale Business, Commercial, Office	B3, B4, B5, B6, C3, C4, C5, C6, O3, O4, O5, O6	...mixed (retail+residential), business, commercial, or office uses serving an extended regional market
Low Scale Industrial, Manufacturing	M1, M2, I1, I2	...manufacturing or industrial uses which function with limited undesirable effects
Med Scale Industrial, Manufacturing	M3, M4, I3, I4	...manufacturing or industrial uses which function with ongoing undesirable effects
High Scale Industrial, Manufacturing	M3, M4, M5, M6, I3, I4, I5, I6	...manufacturing or industrial uses with intensive and objectionable effects

Find local zoning regulations

1. Municode + CivicPlus - A digital library of local zoning ordinances and government regulations
   a. If the hyperlink is broken, paste this link into your browser: https://library.municode.com/
2. Your City or Locality Website - Visit your local government website to find local zoning regulations

Use the D-SOURCE "Retail Specifications" Template to outline your needs for a commercial location

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D-SRC Retail Specifications Template

In the market for a retail home? Use this template to map out your needs prior to going on the hunt.

________________________ Business Name ________________________ Business Type

SITE LOCATION

Cities, communities, or neighborhoods that support my company's access to its primary customers

______________________ ______________________ ______________________

SPACE USE

Check all that apply

☐ Office ☐ Coworking ☐ Flex

☐ Industrial ☐ Retail ☐ Land

☐ Restaurant ☐ Medical ☐ Other: __________

SPACE SIZE & COST

Calculate your cost(s) per sq ft

	Min	Max
Desired Sq Ft		
Desired Monthly Rent		
Cost Per Sq Ft (Sq Ft/Monthly Rent)		

ZONING

Zoning categories that apply to my business activities (Check all that apply)

✓	Zoning Designation
	Low-Med Density Residential
	Med-High Density Residential
	Low-Med Scale Business, Commercial, Office
	Med-High Scale Business, Commercial, Office
	Low-Med Scale Manufacturing, Industrial
	Med-High Scale Manufacturing, Industrial

PROPERTY FEATURES AND AMENITIES

Note all the desired or key features that your business needs in a commercial location.

✓	Feature Type	✓	Feature Type	✓	Feature Type	✓	Feature Type
	Private Office Space		Security Cameras		Adjustable Lighting		Cleaning Crew
	Kitchen Hookup		On-Site Storage		Recording Room		Landscaping
	Kitchen Facilities		Conference Room		Outdoor Seating		Indoor Rec Space
	Security Personnel		Office Furnishing		Printing & Scanning		Cleaning Crew
	Public Restrooms		Climate Controls		Vending Machine		Painting Allowed
	Classroom Space		Bicycle Storage		Natural Lighting		Garden Space
	Signage Allowed		Fitness Center		Outdoor Open Space		

You can also download a fillable version of this template in your D-SOURCE Account.

III: Identify and Select Properties

Finding a Commercial or Retail Property

Depending on your needs, you can employ any of the following resources to secure a commercial home.

1. **Online Commercial Property Databases**
   a. 9/10 commercial tenants search for space using online commercial property databases. Web-based commercial property platforms offer the most expansive selection of retail-ready sites. Readily available specifications for each listing make property comparisons a breeze. Examples of online commercial property databases include:
      i. Loopnet
      ii. Crexi
2. **Municipal Agency Partners, Local Economic Development Agencies, Land Sales, and Auctions**
   a. Municipal agency partners (including City and state economic development organizations) may have commercial leasing programs and listings specifically tailored for startups and small businesses. Research your local economic development agencies through your city, county, and state departments. Your local agencies may have public property databases for land owned by local land banks, treasuries, and other governmental entities - and these databases may provide commercial property listings below market rate. However, these databases are meant to support property sales, not leasing. This guide doesn't cover purchasing, but depending on your local market, you may consider this route. If you do, be mindful. Vacant property increases your risk of unforeseen renovations, repairs, or legacy obligations tied to previous owners. Always collaborate with an attorney, Tenant/Buyer agent, or other licensed professional who can thoroughly vet your site prior to executing a purchase agreement.
3. **SBA's Local Small Business Development Centers**
   a. Click here to access SBA's Local Assistance Tool and view a list of local agencies that may offer resources for navigating retail leasing in your community.
      i. If the above link is broken, copy and paste the following link into your search bar
         1. https://www.sba.gov/local-assistance/find
4. **Community, Colleagues, Friends, and Family**
   a. Take a drive around your market area(s) of interest. You may find commercial property for lease not currently listed in digital mediums. Also, ask around in your personal and professional circles. This is especially important if you live in a place where the retail market is tight.

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IV: Preparing for Site Tours

The Landlord Introduction

Collaborating with a Tenant/Buyer agent during the leasing process is ideal, but If you are conducting your retail property search independently - that is, without the help of a building professional - you will want to arm yourself with adequate information and keep an eye out for red flags that could present a problem for your business later.

Before scheduling property tours, consider the priorities of your property owners. This could include your company's compatibility with the space, the stage of your business, your company's financial capacity and/or financial readiness, etc. Depending on your retail location, you may be entering into a competitive market for space. When this is the case, application processes with retail property owners can be more rigorous. In either case, property owners and realtors will be assessing your business from the second you make the introduction. So considering their perspective of you and your company before making contact can help you shape up in order to show up prepared and confident.

The application process will be different for every property owner with some requiring more information than others. Stand out in a tight leasing market by sharing comprehensive information about your business when you make introductions. Showcasing a high-quality product, a comprehensive retail development plan and detailed financials can make your first impression a memorable one.

Need help preparing for site tours? Take a look at the D-SRC Leasing Portfolio Checklist on the next page. You can also download a copy of this checklist to your D-SOURCE Account.

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D-SRC Leasing Portfolio Checklist

Showcase your readiness and make your first impression with landlords a memorable one with a leasing portfolio on hand complete with the following:

Category	Items	Why Your Landlord May Request This?
Documentation	Business Insurance	To ensure your company has liability protection in the event of unforeseen circumstances
D-SRC Comprehensive Business Plan(s)	Executive Summary	To learn more about the company, and its products; the professional background(s) of the owners/managers; and your proposed operations to ensure the space is a good fit for your needs.
	Ownership and Management Description	
	Current and Future Operations Strategy	
	Sales, Profits, and Projections Description	
	Market Analysis	
	Marketing Plan	
	Retail Specifications and Developement Plans	
	Appendix w/ Verifiable Supplemental Documentation	
Business Financials	Business Bank Account Statement	For income verification. Most commercial landlords prefer business tenants who already have consistent, stable revenues and are earning more than 3x the monthly lease costs.
D-SRC Financial Projections	Sources and Uses Budget/Startup Costs Budget	To gain a complete understanding of the renovations to take place at the location and the earning potential of your completed new retail space
	1-Year Monthly Financial Projections	
	5-Year Annual Financial Projections	
Personal Financial Information	1-3 Months Personal Income Statements	For income verification. Some but no all commercial landlords may conduct a credit check to assess your personal payment history.
	Personal Credit Report(s)	
Branding	Product Photos or Samples	Photos and/or samples of your brand, products, and services should provide a clear illustration of the product being sold and it's quality
	Design and Branding Plans	Photos of any interior/exterior design aspirations should provide a clear illustration of your company's aesthetic vision in the space.

V: Execute Property Tours and Analyze

Preparing for Site Tours

Before heading out the door for a property tour, be sure to have the following items on hand (either in print or immediately accessible in digital format) to share with property owners and realtors during tours.

- A copy of your business plan
- A copy of your financial projections
- Photos or images of any interior or exterior design aspirations
- Photos or images of your brand, products, and services
- A copy of your D-SOURCE Retail Specifications Worksheet
- A blank copy of the D-SOURCE Retail Space Evaluation Checklist

Conducting Site Tours using the D-SOURCE Retail Space Evaluation Checklist

Use the D-SOURCE Retail Space Evaluation Checklist to aid in your site evaluation during commercial property tours. The Retail Space Checklist is a tool for evaluating elements pertaining to:

- The location
- The dimensions and condition of the property
- The condition of major appliances
- All upfront, ongoing, and incidental costs associated with the property and Lease
- Lease terms

You can never be too cautious. Ask direct questions, get clarity on any areas of concern, and always consult with a building professional or legal professional before executing any agreements. There is no one-size fits all approach to Lease negotiation, but you should consider the following items, among others, when evaluating the cost-benefit of a potential new Lease:

- Lease rates for similar nearby properties
- Necessary repairs, replacements, and renovations
- Relocation clause
- Fees associated with Lease changes or termination
- Building occupancy rate
- Access to clients/customers

Complete a retail evaluation for each property you tour using the D-SOURCE Retail Evaluation Template. Compare specifications and amenities and use this information to negotiate alternatives with your property owner. An example of the D-SOURCE Retail Space Evaluation Checklist can be found in the next section. You can also download the Retail Space Evaluation Checklist in your D-SOURCE account.

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Space Evaluation Checklist

Use this checklist to assess commercial space. Research the property, inquire with the property owner, read the Lease or Letter of Intent, and consult with a business attorney and tent/buyer agent to answer the following.

SITE ADDRESS: ____________________	NOTES
LOCATION CONSIDERATIONS	
Neighborhood or Community Location	
Zoning Requirements Aligned with Business Use	
Proximity to consistent foot and/or vehicle traffic during business hours	
PROPERTY CONSIDERATIONS	
Available Square Footage	
Electrical Infrastructure Condition	
Plumbing Infrastructure Condition	
Internet/Wi-Fi Hookup	
Heating, Ventilation, & Air Conditioning Facilities (HVAC)	
Roof Condition	
Employee and Customer Parking	
Sidewalk Condition	
Potential Environmental or Contamination Issues	
Whitebox/Retail Ready	
COST CONSIDERATIONS	
Cost per square foot	
Tenant Responsibility for Property Taxes	
Tenant Responsibility for Utilities	
Late Fees	
Fees Associated with Lease Termination	
Landlord Contribution to necessary Move-In Repairs	
Landlord Contribution to Tenant Improvements/Build Out	
Move-In Deposit $$$	
Total Monthly $$$	
Total Annual $$$	
Tenant Minimum Insurance Requirement	

You can also download a fillable version of this template in your D-SOURCE Account.

Lease Terms Comparison Template

Use this template to compare the terms of multiple commercial leases. Inquire with the property owner, read the Lease or Letter of Intent, and consult with a business attorney or Tenant Agent to answer the following.

Property 1:	**Notes:**
Lease Type (Gross, Mod. Gross, N, NN, NNN)	
Lease Length and Term	
Lease Expiration Date	
Lease Renewal Option Date	
Relocation Terms	
Tenant Responsibility for Repairs	
Tenant Responsibility for Replacements (e.g., furnace)	
Early Termination Option	
Rent Abatement option in the event of Contingency or Disaster	
Tenant Insurance Responsibility	

Property 2:	**Notes:**
Lease Type (Gross, Mod. Gross, N, NN, NNN)	
Lease Length and Term	
Lease Expiration Date	
Lease Renewal Option Date	
Relocation Terms	
Tenant Responsibility for Repairs	
Tenant Responsibility for Replacements (e.g., furnace)	
Early Termination Option	
Rent Abatement option in the event of Contingency or Disaster	
Tenant Insurance Responsibility	

Property 3:	**Notes:**
Lease Type (Gross, Mod. Gross, N, NN, NNN)	
Lease Length and Term	
Lease Expiration Date	
Lease Renewal Option Date	
Relocation Terms	
Tenant Responsibility for Repairs	
Tenant Responsibility for Replacements (e.g., furnace)	
Early Termination Option	
Rent Abatement option in the event of Contingency or Disaster	
Tenant Insurance Responsibility	

VI: Request a Formal Agreement and Negotiate

The Commercial Property Agreements - Letters of Intent, Offers to Lease, and Leases

There are three main types of agreements executed between retail property owners and their tenants – Letters of Intent, Offers to Lease, and Leases. Depending on your needs, one, the other, or all three may serve your process.

Letters of intent

A Letter of Intent is a non-binding agreement that provides the basic terms of the Lease and can serve to "hold an offer" - prohibiting either party from continuing to negotiate with other parties for the duration of the agreement.

You can request a Letter of Intent from the property owner or provide the property owner with an LOI you drafted with the help of an attorney. You can also find downloadable Letter of Intent templates online through a search engine query. Although these agreements are not usually legally binding, seek counsel from an attorney on the terms before signing.

Offers to Lease

An Offer to Lease shares characteristics with both a Letter of Intent, and a Lease. Unless explicitly stated otherwise, an Offer to Lease can be deemed a legally binding agreement on the warranties and covenants expressed in a formal Lease agreement. Regard the terms expressed in an Offer to Lease the same way you would the terms outlined in a formal Lease agreement. Exercise increased caution and involve a legal professional before signing and accepting an Offer to Lease.

Formal Lease

The Lease is a formal agreement signed between your company and the landlord, with specific terms and conditions agreed to by both parties. Once the Lease is signed, the opportunity for negotiation ends. Any errors or omissions (especially in the event that some portion of the property does not last, operate, or undergo repair without issue) may not play out in your favor if not already explicitly outlined in the Lease. So it is always in your best interest to involve an attorney to help you review the warranties and covenants expressed in a formal Lease alongside professional evaluation of the property condition before executing any agreement.

Negotiate

Revisit your Retail Space Evaluation Checklist with the lease handy and note any important particulars in your agreement. Consider these particulars alongside your previous notes and any feedback from your Tenant/Buyer Agent regarding the condition of the property. Discuss your questions and concerns with an attorney and leverage professional guidance to negotiate the best lease terms for your company.

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VII: Consult with Licensed Professionals

How can a Tenant/Buyer Agent or building professional assist my leasing process?

Tenant Buyer Agent refers to a certified or licensed real estate professional who is solely dedicated to helping small business owners find and vet a retail space for their company. Building Professional refers to certified and/or licensed experts in the building industry This includes:

1. Construction Contractors;
2. Architects;
3. Engineers;
4. General Contractors;
5. Building Inspectors;
6. Real Estate Developers
7. Construction Inspectors, etc.

In both cases, individuals should be certified and or licensed to evaluate building conditions.

A certified and/or licensed Tenant/Buyer Agent or building professional can help you comprehensively evaluate site and property conditions to determine how well suited a space is for your business. The ability of these professionals to flag critical repairs and replacements can save you a significant amount of time and money during the retail leasing and construction process. Their insight can also help Lease negotiations and ensure you are prepared for expenses that could otherwise cripple your ability to successfully open your retail location.

How can a business attorney assist my leasing process?

While the Tenant/Buyer Agents' assessment of your property can help you initiate Lease negotiations, you may need or be recommended to seek legal counsel to finalize the terms of your Lease. A business attorney can help you assess the terms and conditions of your Lease prior to signing. Like the building professional, an attorney can help assess how the components of the property and Lease may impact your business under unforeseen circumstances and help you use this knowledge to negotiate better terms with property owners. But in addition to this, an attorney can provide you with critical knowledge regarding landlord and tenant liabilities in the context of local and state laws. You may find it beneficial to connect your tenant/buyer agent with your attorneys for a more comprehensive effort in helping you negotiate the best deal for your business.

Need help making an introduction with an attorney or Tenant/Buyer agent? Refer to Module VI. Get Established and Organized, Part II: Procuring Professional Services in your D-SOURCE Account to learn more about developing a scope of work, Requests For Proposals (RFP's), and vetting professional service providers. A sample RFP letter for a Tenant/Buyer Agent is on the next page.

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REQUEST FOR PROPOSAL (RFP) LETTER SAMPLE - TENANT/BUYER AGENTS

Hi, my name is Darnell Lindsay, and I am the CEO of “Blade & Ice”, a community ice skating rink in Detroit’s historic McDougall-Hunt neighborhood. As we outgrow our neighborhood location, we are seeking a new 4,800 sq ft commercial space to host ice skating classes year-round. We are contacting your company in hopes of obtaining a proposal or quote for Tenant/Buyer Agent services to support our need to properly assess commercial properties. I have attached a general retail space specifications document here to help you better understand our commercial space needs. I would also like to schedule an introduction with someone from your team in hopes of obtaining a more specific scope of work. PLease let me know your availability over the next few weeks. In the meantime, are you able to share a sample proposal for services that includes the following information about your company?

1. Company Bio (with a statement of how and where the company is incorporated)
2. Primary Contact
3. Professional Qualifications and Experience
4. An Estimate of Fees and Expenses for the Services Requested
5. Payment Terms and Schedule

I look forward to working with you.

Thank you for your time.

Darnell Lindsay, CEO

Blade & Ice

3132 Berry Street.

Detroit, MI 48234

dlindsay@bladeandice.com

313-314-1977

You can also download a fillable version of this template in your D-SOURCE Account.

VIII: Reconcile Plans and Budgets

What is Reconciliation?

Reconciliation is a process whereby two sets of records are compared for consistency and harmony. Reconciliation involves creating consistency between all your business planning documents and balancing budgets with the most up-to-date and accurate figures available to you.

Once you have listed all the necessary specifications and retail needs for your business, the next step is to reconcile. Ask around, complete a web search, and conduct general research on what a retail space with your specifications may cost you.

Once you are in the final stages of securing your retail space, add retail leasing costs to your startup budget. This a good point to assess your intended investment in a retail space.

- Are the potential Lease costs within budget?
- How does a new or expanded retail location improve your profit margin?
- Are you considering enough space for operations?
- Could you downsize your desired space dimensions without sacrificing the quality of your product or your customer's experience?
- Are you able to execute necessary construction, renovations, or repairs of the space in a timely manner?
- How long will you be paying rent during the construction phase before your retail space opens, and how will this affect profits in the short term?

Consider these and other important questions before executing any Lease or agreement with a property owner.

Pro-Tip! Reconcile AGAIN. After finalizing leasing costs, update the figures in your financials to reflect and plan for the most accurate costs possible.

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Retail Leasing Action Plan and Budget

Download as .xls/.xlsx spreadsheet file in your D-SOURCE Account

EXPECTED "S.M.A.R.T" GOAL(S) (Specific, Measurable, Achievable, Relevant, Time-Bound)	COST	DUE DATE
Download the fillable D-SOURCE Commercial Action Plan Template		
Define your commercial leasing needs using the D-SOURCE "Retail Specifications Template"		
Execute property tours using the D-SOURCE "Retail Checklist" Template		
Ensure all final leasing costs are accounted for through budget reconciliation		

You can also download a fillable version of this .xls/.xlsx template in your D-SOURCE Account.

Next Steps

1. Download the D-SOURCE Commercial Leasing Action Plan and Budget
2. Download and complete the D-SOURCE “Retail Specifications” template to specify your retail space needs
   a. For retail tenants who want to collaborate with a Tenant/Buyer Agent:
      i. Download and personalize the D-SOURCE “RFP Sample Letter” for potential Tenant/Buyer Agents
      ii. Send your RFP Letter(s) and attached “Retail Specifications” sheet to the Tenant/Buyer Agents you have identified.
      iii. Evaluate proposals and select a Tenant/Buyer Agent using criteria outlined in subsections IV of the D-SOURCE Professional Services Guide.
      iv. Reconcile all final professional services costs in your budgets and financial projections
      v. Seek input from a legal professional prior to executing any contracts or agreement with a Tenant/Buyer Agent, Landlord, or other Professionals
   b. For independent tenants:
      i. Download and personalize the D-SOURCE “Landlord Introduction Letter” for the properties of your choice.
      ii. Schedule property visits and complete the D-SOURCE “Retail Checklist” Worksheet with the landlord or realtor in attendance during each tour.
      iii. Reconcile all Lease fees and costs in your budgets and financial projections
      iv. Seek input from a building and legal professional prior to executing any contracts or agreement.
3. Download the Retail Readiness Guide Part II: Retail Construction

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