



20 Questions to Ask Yourself When Choosing an Office Space

Location:

- ⇒ Is it convenient for you?
- ⇒ Is it convenient for your clients?
- ⇒ Is it convenient for current or potential future employees?
- ⇒ Is it located near necessary conveniences? Such as banks, post offices, daycare, etc.
- ⇒ What are the types of neighboring businesses and organizations?

The Space:

- ⇒ Is the space big enough?
- ⇒ Is there parking available? And what does it cost?
- ⇒ What are the amenities and/or utilities included? Such as kitchen, electricity, wifi/phone service, etc.
- ⇒ Are you allowed to redecorate?
- ⇒ Who is responsible for maintenance?
- ⇒ Will you have 24/7 access to your space?
- ⇒ Is there a security system?
- ⇒ Will the office be furnished?
- ⇒ Is there room to expand? Read our blog on [*Building Out a Space You Can Grow Into*](#)

Management:

- ⇒ How hands-on is the management?
- ⇒ What are the legal consequences if you break the lease?
- ⇒ When is management available to you?
- ⇒ Are they friendly?