



## **Relocation Questionnaire**

Use this questionnaire as a preparation tool to help evaluate and plan your relocation needs.

### **I. Overall**

#### **A. Reasons for Evaluating Relocation Alternatives:**

- Adding Employees
- Reducing Employees
- Planned Business Growth
- Change in Business Strategy
- Acquisition
- Divestiture
- Merger
- New Client Base
- New Product or Service
- New Contract
- Personnel Change
- Lease Expiration
- Landlord/Management Problems
- Directive from Corporate Office

#### **B. By evaluating alternatives and potentially relocating, which of the following do you wish to accomplish?**

- Fix rental costs over a longer period of time
- Improve or create new image for clients and/or personnel
- Increase productivity and morale with existing personnel
- Attract new personnel
- Change the entire space plan due to changes in personnel or corporate directive
- Create better accessibility to highways
- Create better visibility for clients
- Purchase a multi-tenant building as hedge against future

#### **C. Within your company, who will be part of our team in any portion of the relocation process?**

- Select Denver Management
- Corporate Management, located in \_\_\_\_\_
- Corporate Facilities Personnel, located in \_\_\_\_\_
- Corporate Lawyers, located in \_\_\_\_\_

**D. Is there a corporately directed schedule that will be adhered to in order to get the appropriate levels of approval (please explain)?**

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## **II. LOCATION OBJECTIVES**

**A. Would your company benefit from being near to any of the following amenities, services, or companies?**

i.e. close proximity to customers, vendors, other like kind business, current and future employees, major traffic arteries, mass transportation, parking, airport, restaurants, services, public image.

**B. For the reasons shown above, the following markets are of interest to our company:**

## **III. FACILITY CRITERIA**

**A. Which of the following are important criteria in evaluating alternatives:**

Signage  
Longer hours of building operation  
Security  
Adequate visitor parking  
Adequate parking for employees, \_\_\_\_\_ spaces  
Covered parking

**Amenities in building such as:**

Conference Room  
Cafeteria  
On-site Security  
On-site Management  
Showers, lockers  
Exercise Room  
Other \_\_\_\_\_

**Amenities in area, such as:**

Hotels  
Restaurants

## **IV. LEASE TERMS & CONDITIONS**

**A. What are critical lease terms for your company?**

Lease term length. The lease shall be not longer than \_\_\_\_\_  
and no shorter than \_\_\_\_\_  
Option to extend  
Option to renew  
Sublease

Commencement date, \_\_\_\_\_  
Expiration date, \_\_\_\_\_  
First right of refusal  
Audits rights  
Security deposits  
Parking use/needs  
Assignment and subletting

## **V. SPACE PLANNING**

- A. What do you perceive your square footage requirements to be?
- B. How was that square footage determined?
- C. Does this take into consideration any percentage for expansion?
- D. What plans should be made for long term space requirements?
- E. Was a space program initiated?