TENANT QUESTIONAIRE

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suite: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Tenant):

As you may know, we are in the process of acquiring the building and would appreciate your cooperation

in answering the following questions, so that we can complete our due diligence analysis for this

property:

1. How long have you been working in the building?

2. Why did your company select this building versus other buildings?

3. Has the landlord been generally responsive in meeting your needs?

4. Do you currently have any disputes with the landlord?

5. Do you have any outstanding service request?

6. What is the most common service request you make to the landlord?

7. Is your suite generally too hot, too cold or comfortable most of the time?

8. Are there any water leaks? Have there been any water leaks?

9. Have there been any unusual odors?

10. Have there been any power outages?

11. Are the hallways generally kept clean and neat?

12. Are the bathrooms kept clean?

13. Does the janitorial service adequately clean your suite?

14. Is the exterior of the building kept clean and neat?

15. Do you feel safe walking to your car in the evening?

16. What do you like about the location of your offices? What do you dislike?

17. Can you always find a parking space?

18. What additional amenities or services would you like added to the building?

19. What improvements would you like added to your suite?

20. Is your suite “crowded”? Do you need more or less space?

21. Is your current business expanding, contracting or staying about the same?

22. If your lease came up for renewal now, would you consider staying in the building?

23. Do you anticipate remaining in the building once your lease expires?

24. Any problems with the elevator?

25. Any problems with HVAC?

26. Any problems with the plumbing?

We would like to thank you for your cooperation. If you have any suggestions or requests to make your offices

more comfortable and productive, please let us know.

Sincerely,