

## PERSONAL OVERVIEW

FIRST NAME\*

LAST NAME\*

EMAIL\*

PHONE\*

ROLE IN COMPANY\*

ESTIMATED CREDIT SCORE\*

## COMPANY OVERVIEW

LEGAL COMPANY NAME\*

WEBSITE ADDRESS

YEARS IN BUSINESS\*

CURRENT COMPANY ADDRESS\*

CITY\*

STATE\*

POSTAL CODE\*

DO YOU OPERATE ON WEEKENDS?\*

CURRENT NUMBER OF EMPLOYEES\*

DO YOU OPERATE AFTER 6PM?\*

DOES YOUR BUSINESS ADVERTISE?\*

DO YOU HAVE BUSINESS CREDIT?\*

## SPACE REQUIREMENT OVERVIEW

DESIRED MOVE-IN DATE\*

REQUIRED SQUARE FOOTAGE

DESIRED LOCATION\*



So you have decided that it's time to get a commercial space for your business.

Before we do anything else, it is a good idea to sit down and clarify your motivations, intentions and vision, and estimate a basic time frame for the acquisition process.

### LET'S GET STARTED

Welcome to Rushman Moore Real Estate Group. We appreciate the opportunity to introduce you to your company's new home. In order to fulfill all of your company's needs, please provide the information requested below so that we can get to know your company better. We look forward to helping you create your dream office space.



P.O. Box 813792 Atlanta, GA 30081



+1(203)900-7874



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# SPACE REQUIREMENT OVERVIEW

DESCRIBE YOUR VISION OF YOUR NEW SPACE.\*

WHICH FEATURES ARE MANDATORY?

WHICH FEATURES ARE OPTIONAL?

NUMBER OF PARKING SPACES\*

MINIMUM LEASE TERM DESIRED\*

MAXIMUM LEASE TERM DESIRED\*

MINIMUM MONTHLY PAYMENT DESIRED\*

MAXIMUM MONTHLY PAYMENT DESIRED\*



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## FINAL DECISION-MAKING OVERVIEW

DESCRIBE YOUR COMPANY'S FINAL DECISION-MAKING PROCESS.\*

EXECUTIVE 1 NAME\*      EXECUTIVE 1 EMAIL\*      EXECUTIVE 1 PHONE\*

EXECUTIVE 2 NAME      EXECUTIVE 2 EMAIL      EXECUTIVE 2 PHONE

EXECUTIVE 3 NAME      EXECUTIVE 3 EMAIL      EXECUTIVE 3 PHONE

## DOCUMENT OVERVIEW

DO YOU HAVE A COPY OF YOUR EXISTING LEASE AVAILABLE?

DO YOU HAVE TWO YEARS OF FINANCIAL STATEMENTS?

## ADDITIONAL INFORMATION

THANK YOU FOR YOUR CONSIDERATION. OUR ASSOCIATES ARE REVIEWING YOUR COMPANY'S REQUIREMENTS. WE WILL CONTACT YOU SHORTLY.



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