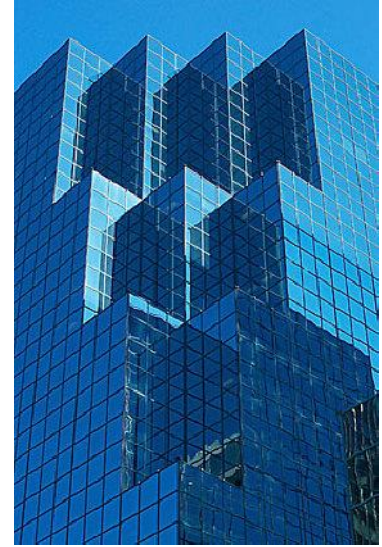


2020

Business Class Training

John Highman

www.commercial-realestate-training.com



[CALL CONTACT QUALIFYING QUESTIONS]

When making contact with a prospective buyer or tenant in commercial real estate you need to ask the right questions. Here are some to help you get started in your qualifying process. Notice the stages in different colours.

First Call Contact Question System

John Highman, Commercial Real Estate Online

Copyright 2020 John Highman ©

Ref	Item	Detail	Done
1	Date and Time		
2	Name of Person		
3	Property they made enquiry on		
4	Their office phone number for ongoing contact		
5	Their mobile phone number for ongoing contact		
6	Their email for ongoing contact		
7	Can we use the email for future contact?		
8	Do they have a website and what is it?		
9	Where did they see the advert or property?		
10	How long have they been looking?		
11	Where have they been looking?		
12	What property type do you need? (office, industrial, retail, other)		
13	Why do you need that property? (sale or lease)		
14	What property size do you need? (Internal and External)		
15	When do you need the property? (lease or sale)		
16	What retail space do you need? (m2)		
17	What office size do you need? (m2)		
18	What warehouse space do you need? (m2)		
19	What hardstand do you need? (m2)		
20	Do you need car parking or delivery areas? What are they?		
21	Do customers or clients visit your property and what will that require for design and layout?		
22	Where do your customers come from and how does that effect your property location?		
23	What communications systems do you need? (telephone, internet, cable)		
24	Do you need naming or signage rights?		

25	Do you need air conditioning and on what basis?		
26	What is your rent budget? (lease)		
27	What is your price budget? (purchase)		
28	What is the timing of the property need?		
29	Do you need help in other property or lease disposal?		
30	Are there other people involved in this with you? Who are they?		
31	Have you looked at other property and with whom?		
32	Do you have other property and where?		
33	Is your other property integral to the current property need? Why?		
34	Do you have special design or layout needs?		
35	What services do you need?		
36	What amenities do you need?		
37	What is the permitted use to be?		
38	What zoning do you need and why? Have you spoken to local planning authorities on that?		
39	How many staff do you have for locating in the property?		
40	Do you need access to particular transport? Why? When?		
41	Do you need access to freeways, ports, or airports? Why? When?		
42	Do you need access to end markets? Where are they? What are they?		
43	Do you need access to raw materials and what are they?		
44	Arrange to send information		
45	Make an appointment to inspect property		
46	Visit their office for meeting		
47	Arrange to make a follow-up contact		
48	Confidentiality Agreement needed?		
49	Brochures sent		
50	Create a meeting followup		
51	Get feedback and provide more detail		
52	Seek offers or negotiate		

www.commercial-realestate-training.com

info@commercial-realestate-training.com

