

# Building checklist

## Leasing

- Investigate rental rates in the surrounding market.
- Does the size of the premises meet your current needs?
- Is future development of the premises possible?
- Review and renewal dates should be clear.
- The impact and size of any rent increase should be clear.
- Can you renovate or fit out the premises to make a functionally safe and efficient surgery?
- Consider terms of rent increases for period of lease - CPI or fixed percentage.
- Guidelines for future building inspections by the landlord are clear.
- Inclusions and exclusions in the lease are made clear. Are you responsible for rates, building maintenance, air-conditioning repairs and so on?
- Clearly define the lessor's responsibility for maintenance.
- Clearly define your responsibilities as the lessee for maintenance and budget for this. Include common areas to responsibility for maintenance.
- Identify what, if any, equipment inclusions are in the lease.
- Clearly define that the landlord will not lease to another practitioner of similar specialty if competition is an issue for you.
- Are you able to sub-let rooms to other practitioners as part of your future growth plans?

## Buying

- The building has potential as an efficiently functioning surgery.
- Clarify the costs and time involved to fit out.
- Budget provisions for upkeep or maintenance of the building are clear.
- The date of construction and life expectancy of the building are clear.
- Building inspections prior to purchase have been arranged.
- A qualified builder to undertake inspections and alterations has been arranged.
- The building complies with local government regulations.

The building also complies with local government commercial use regulation and has the following:

- disability access
- fire control
- required toilet facilities
- minimum parking requirements
- heritage listings
- ventilation requirements

## Contacts

It is important to contact the following organisations prior to setting up a business:

1. your local council or local government
2. your state department of business or fair trading
3. your accountant
4. your solicitor