

TENANT NAME: \_\_\_\_\_

REAL ESTATE COMPANY: \_\_\_\_\_

REAL ESTATE ADVISOR: \_\_\_\_\_

CATAGORY	QUESTION	RANKING 1 - 5	COMMENTS
<b>Specialization &amp; Objectivity</b>	Do you specialize in Tenant Representation? If YES, how many years?		
	What tools have you and/or your company developed to deal with tenants' needs? (i.e. investment in technologies or human resources solely used in Tenant Representation)		
	How will you objectively look after our company's needs?		
<b>Understanding Our Needs</b>	Have you represented other tenants who are in the same business/industry as we are? If YES, list companies.		
	Have you taken the time to understand the changing trends in our industry (i.e. subscribe to trade magazines, knowledgeable about new regulations, etc...)		
	How do you propose to analyze our needs and objectives?		
	Can you provide me with a case study of how you successfully represented a tenant in a similar situation?		
<b>Experience and Market Knowledge</b>	How many years have you been in business?		
	Are you a licensed real estate broker/representative under prevailing laws? If YES, how many years?		
	What assignments have you recently completed in the real estate sub-market we are located within?		
	Have you or are you representing any tenants in the building we are currently located in?		
	Have you dealt with our current landlord before? If YES, what was your experience?		
	How will you ensure I receive all of the market information I need to make the right decisions?		
	What is the size of your research department? (people, scope, reports, tracking space not officially on the market)		

CATAGORY	QUESTION	RANKING 1 - 5	COMMENTS
<b>General</b>	How are you compensated? (fee, commission, hourly, etc.)		
	Are you and your company members of the Toronto Real Estate Board and subject to their standards of practice and code of ethics?		
	Do you have any industry designations?		
	If I needed to sublet space, now or in the future, how would you deal with that need?		
	Are you national / international in scope (If applicable)? If YES, how many offices across Canada and around the World?		
	Can you provide me with a list of references?		
<b>Summary</b>	Does this person understand my needs and industry?		
	Do they have the ability to objectively take care of my needs?		
	Do they have the required experience and expertise?		
	Will they add value?		
	<b>TOTAL SCORE:</b>		