

Required details

	Desc
Area/ Office Corridor	
Owner's Name	
Name of the building	
Address	
Amenities in the Building	
Services in the area	
BUILDING FEATURES	
Year of construction	
Building Class (Residential / Commercial)	
Elevators (to office & to parking levels)	
Freight Elevator (if)	
Emergency plant for common areas	
Photos (outside and inside the building)	
Design / drawing	
AREA	
Office levels	
Typical Floor Plate (sqm)	
Type	
Number of Floors	
Toilets per Floor	
PARKING	
No. of Parking slots offered in the building	
COSTS	
Asking rent price per year	
Other charges (If any)	
LIFE & SAFETY	
Building management system	
Fire alarm systems	
Security systems (CCTV, access control..)	
Emergency stairs	
Access to Building/ Pedestrian	
Others	

Comments			
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