



1536 Wynkoop Street, B500  
Denver, CO 80202  
303-572-1536, fax 303-572-0032  
www.sustainablecolorado.org

## Alliance Center

## Pre-Leasing Survey

Please fill out the following survey electronically (use a different color or **bold/italic** for your responses) and email it back to at your earliest convenience to [rent@sustainablecolorado.org](mailto:rent@sustainablecolorado.org).

The Alliance for Sustainable Colorado

303-572-1536, fax: 303-572-0032

Date:

Name:

Organization:

Address:

Phone:

Cell:

Email:

Title:

City, State, Zip:

Fax:

Website:

1. What is the mission of your organization? What is your IRS status?
2. What typical activities do you use to achieve your mission?
3. How many square feet of office space do you currently rent?
4. How much are you paying per square foot per year?
5. How much are you paying your share of:
  - Utilities
  - Insurance
  - Parking – please explain arrangement or cost per space
  - Janitorial
  - Taxes
6. What is the term of your current lease: starting date? \_\_\_\_\_ Ending date? \_\_\_\_\_
7. When are you hoping to move into new office space?
8. How many square feet do you anticipate needing at the Alliance Center? \_\_\_\_\_
9. How many full time employees and volunteers will be working in the office? \_\_\_\_\_
10. How long of a lease are you interested in signing? \_\_\_\_\_
11. What type of transportation requirements does your organization have:
  - Bus access
  - Train access
  - Light Rail
  - Bike / bike parking
  - Auto parking – how many spaces?
  - Ability to walk to/from
  - Other \_\_\_\_\_

12. What kind of office amenities are you looking for?

- Office space
- Virtual office (phone line, mail box, use of conference rooms)
- Large meeting room (~ 15-30 people)
- Small meeting space (~ 5-15 people)
- Part-time office (e.g. for lobbying during legislative session)
- Computer and Media facilities
- Storage
- Other. Please explain \_\_\_\_\_

13. Which of the following are important to your organization – Please mark each item with a score of 1-10. (1 is “not at all important”, and 10 is “very important”)

- Close proximity to the state Capitol
- Proximity to state and city offices
- Proximity of residential areas
- Proximity to eating establishments, existing retail, hotels, etc.
- Proximity to hotels/ lodging
- Walkability – proximity to mass transit (RTD, Union Station, 16<sup>th</sup> St, Lt Rail)
- Ability to be built or renovated to LEED (green / healthy building) standards
- Access to in-building services - e.g. coffee shop, copy center
- Meeting space for training, events, meetings, fundraisers with food service compatibility
- Parking
- Windows or natural light
- Access to building technology: fiber optics, IT, etc.
- Prestige/ stature: location, quality, nature and integration of groups
- Ability to expand your office space over time
- ADA compliance

14. What interest or value to your organization is moving into the multi-tenant, non-profit Alliance Center?

- More readily advance our mission
- Opportunity to collaborate
- Group lobbying
- Group fundraising
- Share IT Infrastructure
- Minimize duplication of effort / increase coordination
- Increase communications among groups
- Other \_\_\_\_\_

15. What kinds of “resources” can your organization contribute to the collaborative nature of the Alliance Center? (e.g. lobbyist, copy machine, library, database, expertise, legal services, ...)

16. Name and contact information for your current landlord. May we contact this person/ organization?

17. Additional information you could provide that you think might be helpful to us?

**Note: Financial Statements and References may be requested.**