DA BUSINESS CENTRE

STARTUP OFFICE RENTAL CHECKLIST

15 essential checks before renting coworking space

Team size: _____ **Monthly budget:** _____ **Visit date:** _____

- [ ] **01 Location & commute**
  Railway, metro, bus, road access; test the journey at rush hour.

- [ ] **02 Desk or private cabin**
  Choose shared seating or a cabin based on privacy and daily work.

- [ ] **03 Seating & layout**
  Inspect actual desks, chairs, lighting, outlets and circulation.

- [ ] **04 Complete monthly quote**
  Confirm seat fees, GST, utilities and all separately billed services.

- [ ] **05 Security deposit**
  Confirm amount, refund timing, conditions and deductions.

- [ ] **06 Contract terms**
  Read lock-in, notice, renewal, early exit and seat-reduction clauses.

- [ ] **07 Internet & IT**
  Test video calls; ask about wired access, outages and security.

- [ ] **08 Power & air conditioning**
  Confirm backup provisions, AC hours and any extra charges.

Questions or follow-ups:

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- [ ] **09 Meeting rooms**
  Check capacity, booking availability, credits and hourly charges.

- [ ] **10 Working hours**
  Verify weekend, holiday, late access and visitor rules.

- [ ] **11 Privacy & security**
  Inspect cabin acoustics, entry controls and document storage.

- [ ] **12 Pantry & housekeeping**
  Inspect restrooms, cleaning, drinking water and common areas.

- [ ] **13 Future expansion**
  Ask about adjoining seats, larger cabins and move costs.

- [ ] **14 Actual site visit**
  Tour the exact offered space during normal working hours.

- [ ] **15 Written agreement**
  Confirm allocation, fees, inclusions, exit terms and responsibilities.

Before you sign

- Request a dated floor plan and an itemised written quotation.
- Compare actual total costs, not just advertised per-seat rates.
- Keep a copy of the signed agreement and deposit receipt.

Explore DA Business Centre - Andheri East

3rd & 4th Floors, B Wing, Vasudev Chambers, Old Nagardas Road, Andheri East, Mumbai 400069

Near Andheri railway and metro stations | Bus depot opposite

Website: dabusinesscentre.com | Enquiries: dabusinesscentre.com/andheri-enquiry/

This general checklist does not replace reviewing the actual workspace and signed agreement.