

CAR REPAIR OUTLET SITE EVALUATION FORM

The following checklist is to be filled up by the Franchise Manager with the help of prospective franchisee to enable Franchise Acquisition Team form an accurate opinion on the suitability of the site. It is designed to ensure that all the points / issues are addressed at the time when a property is approved up. All points in the checklist should be filled up. In case the franchisee wants to give additional information then extra pages may be added.

I. ADDRESS AND LOCATION

Address	
City	
State	
Pin Code	
Contact Number	

a) Location Plan

Please sketch out in free hand the location of the site in relation to the surrounding area (especially the neighbouring car service centres). Please indicate the nearest main road, nearest market. Please also highlight any high profile commercial establishments near the proposed site. Please also indicate the immediate neighbours of the site. (Use Extra Sheet if required).

b) Site Plan

Please sketch out the plan of the proposed site. The sketch should include all outer walls and internal walls and permanent partitions. (Use Extra Sheet if required)

c) Frontage and Back area of the site.

Please give the sizes of the frontage including the height and the width of the site. Also indicate the back area available at the site. It will help if the investor can arrange some photographs of the frontage and the back area (service entrance). (Use Extra Sheet)

d) Signage

Please give the area available for signage. Please give dimensions and if possible support with photographs.

II AREA AVAILABLE

Please indicate carpet area only. In case of build up space, the height should be measured from under the beam. Wherever applicable please indicate if the ground floor is upper or lower ground floor.

	Length(Ft.)	Width (Ft.)	Area (Sq. Ft.)	Height (Ft.)
Ground Floor.				
Basement.				
First Floor				
Total Area (Sq. Ft)				

III OWNERSHIP

1. Is the ownership title clear? Yes / No
2. Are there any court cases pending regarding ownership? Yes / No
3. Is the property
 - a. Freehold, Yes / No
 - b. Leasehold, Yes / No
 - c. LDO Leasehold, Yes / No

IV MUNICIPAL (LAND USE) issues

1. Is the proposed space commercial land use? Yes / No
2. Is the basement/mezzanine land use specified? Yes / No

What are the land use specifications for Basement

V. COMPLETION / REGULARIZATION

1. Does the space have a Completion Certificate? Yes / No
(Please verify CC Document)
2. Does the space have a Regularization Plan? Yes / No
(Please verify original copy of Regularization Plan)
3. Is there any excess coverage done after getting Completion Certificate? Yes / No
(Please physically verify the building).
Has the excess coverage (if any) been regularized? Yes / No

VI. LANDLORD / TENANT

If there are tenants (or other occupants) of the premises, the Franchisee needs to be alert about issues concerning their access to their (own) premises, access to common building services, and common entrances etc. Invariably, we shall want the Ground Floor/First Floor and there may be other occupants above us. It is not possible to document every possible eventuality. Issues regarding tenants/landlords need experience and thinking. However, some typical issues are addressed here:

1. Is there a common entrance, which is the proposed service entry and is also the main entry to the occupants of other floors? Yes / No
2. Is there a situation where our proposed service entry is just adjacent to anybody else's main entry? Yes / No
3. Is there a situation where our proposed main entry is adjacent to anybody else's service entry? Yes / No

VII CITY POWER SUPPLY

1. What is the existing Power Load available? _____ KW
2. If the previous are part of a building, how much power can be sanctioned for the premises? _____ KW
3. How far is the substation? _____ KW
4. How is the Pillar Box from where we expect our feeder to get power?
_____ METRES

VIII PARKING

1. What kind of parking is available?
 - Roadside _____
 - Enclosed Area _____
 - Paid Authorized Area _____
2. How many cars could park comfortably? _____ (Number)
3. How many two-wheelers could park comfortably? _____ (Number)

PRELIMINARY MARKET RELATED INFORMATION

IX TYPE OF AREA

How will you describe the area in which the proposed site is located? What will be the percentage of various households by their income categories? What will be population within a 5-kilometre radius?

Estimated population in the specified area? _____ in Thousands.

The percentage of each income level will be as follows

High Income	%	Upper Middle Income	%
Middle Income	%	Lower Middle Income	%

X. Potential Generators of Traffic to the proposed site.

1. How will you categorize the area in which the proposed site is located?
 - Posh residential
 - Mixed Income Group
 - Commercial + Residential

2. Are there any Car Service Centres in the vicinity?

XI Competitive Establishments

Please give details of other centre's offering the similar or complementary services similar to those offered by the Franchisor located within a radius of 10 kilometres / miles of the proposed site.

Name of the Company	Services offered	Any Specialty	What is the estimated monthly revenue

XII Are any new or similar centre's expected to be commissioned in the vicinity in next two years? (Please give their details similar to above) and expected year of opening.

Name _____

Date _____