

**BUSINESS AND COMMUNITY DEVELOPMENT DIVISION  
SITE SEARCH ASSISTANCE FORM**

**COMPANY INFORMATION**

Company/Client:		
Contact:	Title:	
Address:		
City/State/Zip Code:		
Business Phone:	Cell Phone:	
Email:	Fax:	

**COMPANY PROFILE**

Type of Business:	Years in Business:
Current Facility Size:	Number of Floors:
Lease or Own:	Current Rent:
No. of Current Employees:	Projected Employees at New Site:
Reason for Inquiry (Relocation, Expansion, or Start-up):	

**SITE REQUIREMENTS**

Site Preference (Building, Land, Building w/ Land for Expansion):		
Proposed Uses:		
Highway Access:	On Rail (Yes, No):	
Transaction Type (Lease, Purchase, Lease w/ Option):		
<b>Price Range:</b>	<b>Minimum</b>	<b>Maximum</b>
Lease (Per Square Foot):		
Purchase:		

**SPACE REQUIREMENTS**

<b>If Building:</b>	<b>Minimum</b>	<b>Maximum</b>
Square Footage Manufacturing:		
Square Footage Warehouse:		
Square Footage Distribution:		
Square Footage Office:		
Square Footage Retail:		
Square Footage Restaurant		
Square Footage Research & Development:		
Square Footage Other:		
<b>Total Square Footage:</b>		
Ceiling Height:		
Loading Docks:		
Overhead Doors:		
Parking Spaces:		
Number of Floors:		
<b>If Land Only:</b>	<b>Minimum</b>	<b>Maximum</b>
<b>Total Square Footage/Acreage:</b>		

**ADDITIONAL INFORMATION**

Is Company/Client seeking <b>turn-key</b> site only?
Is Company/Client willing to pay for retrofitting space? Describe:
Preferred Occupancy Date:

**ACKNOWLEDGEMENT:**

I hereby acknowledge that I have worked with the commercial brokerage firm of \_\_\_\_\_,  
as broker on this effort and that any information secured by the City of Worcester will be shared with the  
aforementioned firm c/o: \_\_\_\_\_ .

\_\_\_\_\_  
Signature Date

**NOTES:**

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Return form to the Office of Economic Development or email form to  
[development@worcesterma.gov](mailto:development@worcesterma.gov)

Economic Development  
City Hall 4th Floor  
455 Main Street  
Worcester, MA 01608  
Phone: 508-799-1400  
Fax: 508-799-1406

Office Hours:  
Monday - Friday  
8:30 a.m. - 5 p.m.