

Osaka Office Space Checklist

Professional Evaluation Guide for Real Estate Agents & Expanding Companies

Use this checklist when touring office spaces in Osaka to compare locations, costs, and services efficiently.

1. Location & Transportation

- ☐ **Metro/Train Access:** Distance to nearest station? Line connections to key business districts?
- ☐ **Commute Times:** How long to Umeda, Honmachi, Namba, Shin-Osaka?
- ☐ **Airport Connectivity:** Direct bus or train routes from KIX/ITM airports?
- ☐ **Parking:** Number of spaces available? Monthly cost per space? Covered or open-air?
- ☐ **Highway Access:** Proximity to major expressways for client meetings or logistics?
- ☐ **Neighborhood:** Business district, residential area, or mixed-use? Nearby hotels for visiting teams?

2. Office Space & Layout

- ☐ **Total Floor Area:** Size in m² or tsubo? Matches current + growth headcount?
- ☐ **Floor Number:** Which floor? Elevator access? Bay/city views?
- ☐ **Layout Type:** Open-plan, partitioned, or customizable? Existing fit-out or blank canvas?
- ☐ **Capacity:** Verified desk count for your team size?
- ☐ **Natural Light:** Window coverage? Floor-to-ceiling glass? Directional exposure?
- ☐ **Ceiling Height:** Standard or high ceilings? HVAC system type?

3. IT & Infrastructure

- ☐ **Internet:** Fiber optic ready? Speed guarantees? Provider options?
- ☐ **Power Outlets:** Sufficient for desks + equipment? 3-phase power for servers?
- ☐ **Phone Lines:** Existing infrastructure? VoIP compatible?
- ☐ **Server Room:** Dedicated space available? Cooling and security provisions?
- ☐ **WiFi Coverage:** Building-wide or office-specific installation required?

4. Costs & Contract Terms

- ☐ **Monthly Rent:** Base rent per m²/tsubo? Inclusive of what services?
- ☐ **Deposit:** How many months? Refundable terms?
- ☐ **Key Money/Upfront Fees:** Initial payments beyond deposit?
- ☐ **Common Area Maintenance (CAM):** Monthly cost? What does it cover (cleaning, security, utilities)?
- ☐ **Utilities:** Separate billing or included? Estimated monthly cost?
- ☐ **Lease Duration:** Minimum term? Renewal options? Early termination penalties?
- ☐ **Rent Escalation:** Annual increase clause? Percentage or fixed amount?

5. Legal & Compliance

- ☐ **Lease Language:** English contract available? Bilingual support during signing?
- ☐ **Registration Requirements:** Business registration at this address permitted?
- ☐ **Fire Safety:** Building compliant with current codes? Emergency exits clearly marked?

- ☐ **Earthquake Standards:** Building seismic rating? Last structural inspection date?
- ☐ **Insurance:** Building coverage? Tenant insurance requirements?
- ☐ **Sublease Policy:** Permitted? Restrictions?

6. Amenities & Building Services

- ☐ **Security:** 24/7 access? Manned reception? Card/keypad entry systems?
- ☐ **Maintenance:** Onsite management office? Response time for repairs?
- ☐ **Cleaning:** Frequency? Common areas + private offices? Included in CAM?
- ☐ **Meeting Rooms:** Available for rent? Capacity range? Hourly rates? Tenant discounts?
- ☐ **Parking:** Reserved spaces? Visitor parking availability?
- ☐ **Dining Options:** Onsite restaurants/cafes? Vending machines? Nearby food options?
- ☐ **Convenience:** ATMs, post office, convenience stores, stationery shops on premises?
- ☐ **Outdoor Space:** Terrace, rooftop, or garden access for breaks?
- ☐ **Storage:** Additional storage rooms available for rent?

7. Move-in Preparation

- ☐ **Availability Date:** Immediate or future? Matches your timeline?
- ☐ **Fit-out Allowance:** Landlord contribution to interior work? Restrictions on modifications?
- ☐ **Move-in Coordination:** Elevator reservation for furniture delivery? Weekend/evening access?
- ☐ **Freight Handling:** Loading dock access? Freight elevator? Onsite logistics support?
- ☐ **Signage:** Company name allowed on building directory? Lobby signage options?

- ☐ **Key Handover:** How many keys/access cards provided? Additional card fees?
- ☐ **Orientation:** Building systems walkthrough provided? Emergency procedure training?

8. Special Considerations for Osaka Bay Area (ATC)

- ☐ **IR Osaka Proximity:** Distance to Yumeshima integrated resort development site (2030 opening)?
- ☐ **Expo Legacy Infrastructure:** Upgraded metro connections? New business corridors?
- ☐ **Waterfront Environment:** Bay views? Outdoor amenities? Resort-like setting vs. urban density?
- ☐ **Event Facilities:** Access to exhibition halls or conference centers in the complex?
- ☐ **English Support:** Bilingual leasing team? English property management after move-in?
- ☐ **Cross-dock/Logistics:** Onsite freight coordination services for companies with shipping needs?

Quick Comparison Table

Factor	Property A	Property B	Property C
Size (m ²)			
Monthly Rent			
Deposit (months)			
Metro Station Distance			
Parking Spaces			
Lease Term			
English Support	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Available Date			

Next Steps After Tour

1. **Request floor plans** in CAD or PDF format
2. **Clarify all costs** in writing (rent + CAM + utilities + parking)
3. **Verify availability** and hold timeline
4. **Schedule second visit** with decision-makers or IT team
5. **Request sample lease** agreement for legal review
6. **Confirm move-in support** (freight coordination, after-hours access)

Contact ATC Osaka for Office Inquiries:

✉ Email: y-inoue@atc-co.com

☎ Phone: +81-6-6615-5002

🌐 Website: <https://estate.atc-co.net/language/english/>

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For: Real Estate Agents, Corporate Expansion Teams, Startup Founders

Coverage: Osaka office market with focus on Bay Area properties