

# 10 STEPS

## to leasing a mobile office

The right job site office needs to fit more than your budget. It needs to support everyday activities, while still fitting into your plan for today and tomorrow. Here are 10 steps to help you choose the right mobile office.

### 1 **Choose where you'll put your trailer**

- Don't choose a site in front of a driveway or across from a sidewalk.
- Measure carefully and write it down for reference.

### 7 **Ask about security features**

- Some vendors offer window bars, security screens or deadbolt locks.
- Some have models or accessories suited for high crime areas.

### 2 **Determine size of office you'll need**

- Rule of Thumb: 100-150 square feet per occupant.
- 12'x60' trailer = 720 square feet = approximately 6 workers.

### 8 **Think about accessories**

- Need steps, ramps, furniture or insurance? Ask to put them in your deal.

### 3 **Plan for meeting rooms, bathrooms and storage**

- Subtract this total area when using the rule above.

### 9 **Recheck your measurements**

- Measure it twice, sign it once.

### 4 **Be exact in how long you need the trailer**

- Lease duration has the single greatest impact on price.

### 10 **Understand the terms before you sign**

- Eliminate surprises by knowing your fees/charges before you sign.
- Possible charges: sewer/electric hookup, blocking, leveling, skirting.
- Know the number of days in your billing cycle - A 30 day billing cycle costs you less than a 28-day cycle.

### 5 **Visit local vendors to inspect what you may rent**

- There is no better way to confirm a trailer's condition.

### 6 **Don't assume A/C and heating are included**

- Larger, modern models usually do include A/C and heating; smaller and older models may not.