

## NEW PRACTICE LOCATION CHECKLIST

Ready to start your journey into practice ownership?  
You don't have to do it alone. We can help!



Create a business plan, including what type of practice and patients you'll have.  
Determine your timeline and budget.

Build your team.  
Start by hiring a tenant-only real estate broker with a strong network of contacts.

Review business and personal goals. Visualize your dream practice.

Ensure financing is approved.

Conduct market research, including demographics for your ideal location and  
competition and referral source maps.

Plan your space, including exam rooms/operators, waiting room, offices, etc.

Set up and register your entity, if applicable.

Create accounting plan with your CPA.

Review legal documents with your real estate attorney.

Submit LOI. Negotiate lease terms. Sign lease. Mark key dates on your calendar.

Create strategic marketing plan, including logo, web development, social media,  
mailers, signage, open house, etc.

Design and build-out space with your architect and contractor.

Choose and purchase equipment and supplies.

Credentialing for insurance. Obtain insurance policies, including liability,  
malpractice, change of address, etc.

Determine IT needs. Identify EMR software.  
Set up phone system and computers.

Celebrate and welcome patients into your beautiful new practice!