

# Checklist: Legal Requirements to Open a Coworking Space

This guide will help you check all legal requirements before starting a new coworking space.

## Business Requirements

- Legal Structure and Registration**  
Legal structure, business license and mandatory insurances.
- Licenses and Permits**  
Special licenses (if you are serving food, hosting events, etc.).
- Rental or General Contract Law**  
What kind of agreement will you choose for your space?
- Tax Regulations**  
Are you ready to tackle taxation? Is your business tax registered?
- Invoicing**  
Is your coworking space ready to file and receive invoices?
- Transparency Rules**  
What kind of information do you have to legally disclose?
- Employer Rules**  
Labor laws on wages, hours, benefits, etc.

## Customers

- Business Contract Law**  
Establish an agreement between you and your members.
- Dispute Resolution Policies**  
Not a must, but will most likely prevent legal complications in the future.
- Anti-Money Laundering**  
You might be required to run or provide background checks on your members.
- Customer Protection Laws**  
Make sure you are clear and concise about the services that you provide.

## Onsite Requirements

- Fire Safety**  
Clear escape routes, proper fire doors, fire extinguishers, etc.
- Accident Prevention**  
Consider your country's accident prevention guidelines.
- Accessibility**  
Wide doorways and hallways, elevators, accessible restrooms, etc.
- Health Codes**  
Maintaining cleanliness, providing sanitizing stations, ensuring proper ventilation, etc.
- Workspace Guidelines**  
Providing adjustable furniture, good lighting, a quiet environment, etc.
- Environment**  
Waste management, recycling, environmental compliance laws, etc.

## Online Requirements

- Privacy & Data**  
Understand how and where you can store the data of your members.
- Cybersecurity**  
Protecting your business' and users' data is a legal responsibility.
- Online Accessibility**  
Similar to physical accessibility, your company must be accessible to disabled users online.

# Checklist Coworking Spaces

**SA Dillow**



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now she slid one more sheet of paper toward mr grow let s add a few variations she said this poem for example uses true a true abc pattern in it the first letter of each line uses the alphabet in consecutive order it s called abecedarian format appropriate mr grow said i notice this is more like haiku

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the acrostic is easier to achieve by writing in the style of a list poem as starting each line is easier without the restriction of keeping the flow and using conjunctives etc use letters from within the poem as the acrostic element for example if the title of a poem is a river s journey the acrostic element highlighted within the

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