

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

Yi-Tong Ma



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