

# COMMERCIAL LEASES TENANT APPROACH

## PLANNING

[ EVALUATION ]

[ PROJECTIONS ]

## EXECUTION

[ RESEARCH ]

[ PROPOSALS ]

## FULFILLMENT

[ SPACE PLAN ]

[ MAINTENANCE ]

### 1 [ EVALUATION ]

*Accelerate your understanding of space needs avoiding potential mistakes*

1. Needs Assessment
2. Minimum Square Footage Calculation
3. Timeline Development
4. Abstract w/Redline

### 2 [ PROJECTIONS ]

*Forecast market conditions and real estate budget planning*

5. Market Analysis
6. Lease Comps
7. Budget Development
  - Lease Cost
  - Construction
  - Architectural
  - Relocation
  - Vendor

### 3 [ RESEARCH ]

*Evaluate 100% of the market with important data points with apples to apples comparisons*

8. 100% Coverage
9. Off-Market Options
10. Market Survey
11. GIS / Big Data / Labor Analytics
12. Amenity Mix Comparison
13. Government Incentives

### 4 [ PROPOSALS ]

*Mitigate risk, negotiating from a position of strength and flexibility*

14. Tenant's Affect on Building Value
15. Requests For Proposals
16. Financial Comparisons
17. Results We Achieve
18. Negotiation Manual/Preferred Lease Language

### 5 [ SPACE PLAN ]

*Prevent costly mistakes and control the overall transition process*

19. Space Planning
20. Space Utilization
21. Project Management
  - Construction
  - Vendor
  - Coordination
  - Punch List

### 6 [ MAINTENANCE ]

*Taking proactive measures after the lease is signed to control unexpected costs*

22. On-going Monitoring
  - Operating Expenses
  - Management Issues
  - Critical Dates
23. Sublease and Buyout
  - Recovery Analysis
  - Traffic Generation
  - Reporting
  - Virtual Tours
  - Sublease Agreement