

# The Leasing Process

- **Needs Analysis**  
We will assist you in determining all of your space needs and basic requirements.
- **Lease Liability Disposal**  
How much time remains on your current lease? We can review and analyze your current lease liability and evaluate the market value of your Leasehold possession. In conjunction with your attorney, we will conduct lease negotiations with the landlord to mitigate your current liability. And/or begin a process to sublease your existing space.
- **Establish Budgetary Parameters**  
We will assist you in establishing realistic cost projections and budgetary parameters against which all space options can be measured. Taking on too much or too expensive of a space can bankrupt your business.
- **Survey Market**  
We will perform a comprehensive market survey of available space that conforms to your requirements.
- **Site Visit**  
We will organize tours of preferred buildings for you and your executive team.
- **Space Analysis**  
We will coordinate the efforts of a space planning architect in the preparation of preliminary layouts of selected space. (In many instances, building owners provided architectural services at no charge to assist perspective tenants in performing such analyses.)
- **Seek Proposals**  
We will solicit formal proposals on your behalf from one or more building owners. The proposals will outline all basic economic and business terms which will be the framework of the lease agreement.
- **Economic Analysis**  
We will perform a lease analysis incorporating all variables of the proposals in order to provide a precise bottom line comparison of each building alternatives.
- **Negotiate Final Letter of Intent**  
Following receipt of the proposals, we will conduct negotiations on your behalf with the selected property up to full execution of the non-binding Letter of Intent.
- **Lease Negotiations**  
We will review the lease agreement in cooperation with your attorney and conduct lease negotiations to all the way to execution.
- **Space Planning and Construction**  
If required and requested, we will assist design efforts and coordinate with the architect in the preparation of space plans, architectural drawings and finish schedules for your space.
- **Follow-Up Support**  
We will continue to advise and assist you with all matters relating to the occupancy of the new space, including: communications equipment, furnishings, special finish work, a "punch-list"

inspection, vendor referrals, and scheduling of the move. Thereafter, we will review lease escalations and bumps over the lease term.