

RENEWAL / RELOCATION PROCESS

The process of renewing or relocating for a tenant is one that takes detailed handling and meticulous care. The process can be lengthy, and ensuring time is on your side, is the best way to maintain leverage and a smooth outcome in the process. Regardless of whether, you know you want to renew the lease and remain at your current location, it is imperative to always get out ahead of the process, and evaluate the entire market to ensure your renewal is at Fair Market Value. Below is a schedule of the process.

1. Preliminary Analysis

Select Real Estate Advisor (Weinstock Realty & Development, LLC)

Review Current Situation

- Lease Expiration, Renewal Notification Dates, Remaining Lease Value, Rental Rate, Tax/Expense Costs, Expansion/Contraction Option, etc.

Define Requirement and Objectives

- Square Footage, Short Term and Future Needs
- Location: Employees, Clients, etc.
- Time Frame, Occupancy Date, Lease Term
- Financial: Preliminary Budget (Years 1, 2, 3, etc)
- Layout and Work Flow
- Build-out, Tenant Finish Needs
- Image: Environment, Quality, Amenities, Access, Security, Parking, etc.

Select Team

- Broker Coordinates:
 - Space Designer
 - Furniture Consultant
 - Attorney
 - Property manager

Set Criteria and Strategy

- What is important to you (cost, image, location, flexibility, etc)

.5 to 2 Months



2. Review Alternatives

Market Overview

- Trends, Supply & Demand, Vacancy, Absorption, Rents, Recent Deals, Concessions, etc.
- Accurate Assessment of Market Conditions

Survey

- All logical alternatives in detail (brochure, maps, building pictures / specifications).

Tour and Inspect

- Compare, Short List
- Tour 3 – 6 properties
- Landlord Presentations

Request Proposals

- Provide Detailed requirements in a Request For Proposal format to Landlords

Landlord Proposals

- Business Terms, Work letter, Sample Lease, Floor Plan

Select Top Alternatives

Begin Preliminary Space Plans

.5 to 2 Months

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3. Evaluation and Comparison

Physical Analysis

- Quality: Construction, Finish, Lobby, Elevators
- Floor Size: Configuration, Adaptability, Views
- Building Efficiency: Load/Loss Factor – Space Plan
- Tenant Improvement Package, Work letter: Lighting, Doors, Ceiling Height, Flooring, Wallcover, Finishes, etc.
- Mechanical Systems: Heating and air Conditioning, Engineering Evaluation
- Ownership: Financial Strength
- Property Management: Track Record
- Amenities: Parking, Access, Identity, Public Transportation, Restaurants, Security, etc.

Financial Analysis

- Rents: Quoted, Contract, Effective, Rentable versus Usable, Escalations
- Taxes/Operating Expenses: Base Year Expense Stop, Utilities, Janitorial
- Quantify Value: Abatement, Work letter, Tenant Improvements, Recapture Allowance
- Options: Renewal, Expansion, Cancellation, Contraction,
- Subleasing & Assignment Rights
- Net Effective Rental Rate
- Tenant Liability (Personal Guarantee, Limited Guarantee, Burn offs, etc)



.5 to 2 Months

4. Negotiations

- Negotiate Economic & Business Terms*
- Preliminary Construction Costs*
- Finalize Terms – Top Choice*
- Sign Letter of Intent/Business Summary*
- Finalize Space Plans – T.I. Costs*
- Lease Comments*
- Final Management Approval*
- Lease execution*

1 to 2 Months



5. Construction and Move-In

- Architect Prepares Working Drawings, Obtains Permits*
- Order Furniture, Telephone, Equipment*
- Construct Space*
 - *Space Planner/Construction Consultant Monitor Buildout*
- Move-In*
 - *Furniture, Equipment, Accessories*
 - *Follow-up "Punch List"*
- Office Opens*

2 to 4 Months

Total Process 4 – 10 Months