Lease Transaction Process & Timeline

(TIMELINE RANGES FROM 3 TO 12 MONTHS, DEPENDING ON COMPLEXITY OF TRANSACTION)

LEASE TRANSACTION PROCESS

PHASE 1

NEEDS ANALYSIS

Understand Corporate Real Estate Strategy including financial goals, growth, locations, and people

Establish occupancy cost parameters

Define Transaction
Timeline and
Schedule with client

PHASE 2

MARKET ANALYSIS

Analyze market trends

Determine margin between asking rents and likely negotiated rental rates

Determine preliminary landlord concessions

List of on- and offmarket availabilities

PHASE 3

SITE SELECTION

Tour selected properties

Submit RFPs; Review and Evaluate Landlord RFP responses

Review Business Terms; Strength of Ownership; Operational Goals and Priorities; and Landlord Flexibility

Fine-tune and make recommendations; Repeat as necessary to achieve client objectives

PHASE 4

REVIEW/NEGOTIATE

Summarize RFP Responses

SWOT Analysis and Financial Analysis of Alternatives

Obtain Revised Proposals; Identify "Deal Breakers;" Establish Competitive Environment between Landlords

Lease Negotiation & Documentation

PHASE 5

POST TRANSACTION

Assist with Project Management including retaining other consultants (architect, contractor, legal services, FF&E, technology services)

Review & Resolve TI punch-out items; Close-out Project

Provide Critical Dates Lease Summary

Summarize savings; Performance Reviews and Testimonials