

# The Process of Leasing Space

## Before Beginning

- ⊗ Assess Your Business Needs
- ⊗ Evaluate Your Current Situation
- ⊗ Assemble Your Project Team

## Beginning the Process

### Step 1: Identify Location

- ⊗ Specify Preferred Market and Submarket

### Step 2: Define Space Requirements

- ⊗ Determine Your Physical Needs

### Step 3: Find Matching Properties

- ⊗ Identify Matching Properties
- ⊗ Target Selected Properties

### Step 4: The Lease Proposal Process

- ⊗ Lease Proposals

### Step 5: Evaluate Proposals and Options

- ⊗ Review Lease Proposals and Narrow Search

### Step 6: Negotiate Terms and Conditions

- ⊗ Confirm Letter of Intent
- ⊗ Identify and Agree on Business Terms
- ⊗ Prepare Lease and Review for Execution

### Step 7: Equip your Space

- ⊗ Furnishing your space
- ⊗ Implement Technology Solutions
- ⊗ Obtain Office Equipment
- ⊗ Financing of Office Equipment.

### Step 8: Construct Improvements

- ⊗ Manage the Architectural Design and Engineering Process.
- ⊗ Submit Permit Applications
- ⊗ Manage Construction to Completion

### Step 9: Move in

- ⊗ Obtain Occupancy Permit.
- ⊗ Plan Move
- ⊗ Manage Move In