

# YOUR REAL ESTATE TIMELINE



## INITIAL MEETING + DISCOVERY

- Understand Goals and Objectives
- Existing and Projected Headcount Analysis
- Define Location Preference with Heat-Map Analysis
- Obtain Budget
- Define Space Layout Requirements



## ECR'S FOLLOW-UP ITEMS

- Market Survey of Lease/Purchase Options
- Estimated Timeline of Events through Lease Commencement
- List of Items to be mindful of:  
Financials, Lease Securitization, Out-of-Pocket Costs for Renewing/Relocating/Expanding, etc.



## PROPERTY TOURS AND PROPOSALS

- Tour Properties which Meet Criteria
- Submit RFP's for Properties of Further Interest
- Test-Fit Planning
- Obtain Preliminary Construction Bids
- Financial Analysis and Economic Modeling
- Negotiate Proposals



## DEAL NEGOTIATION

- Negotiate Lease Term and Rate
- Red-Line Lease for Attorney Review
- Lease Concessions and Tenant Improvement Allowance
- Expansion Options/Other Important Lease Rights



## FOLLOWING LEASE EXECUTION

- Advise on Process
- Coordinate with the Construction Manager
- Assist in Reviewing and Completing Plans
- Assist in Gathering and Reviewing General Contractor Bids
- Provide Vendor Recommendations for Moving, Phone/Data Cabling, Furniture, etc.
- Prepare for Lease Commencement



## FOLLOWING LEASE COMMENCEMENT

- Advise on Market Conditions
- Assist with Expansions, Subleases, Renewals, Lease Abstract, and More
- Advise on Operating Expense Notices from Landlord
- Ongoing Commitment to be Your Real Estate Advisor and Resource!

RENEW • RELOCATE • EXPAND



TENANT REPRESENTATION