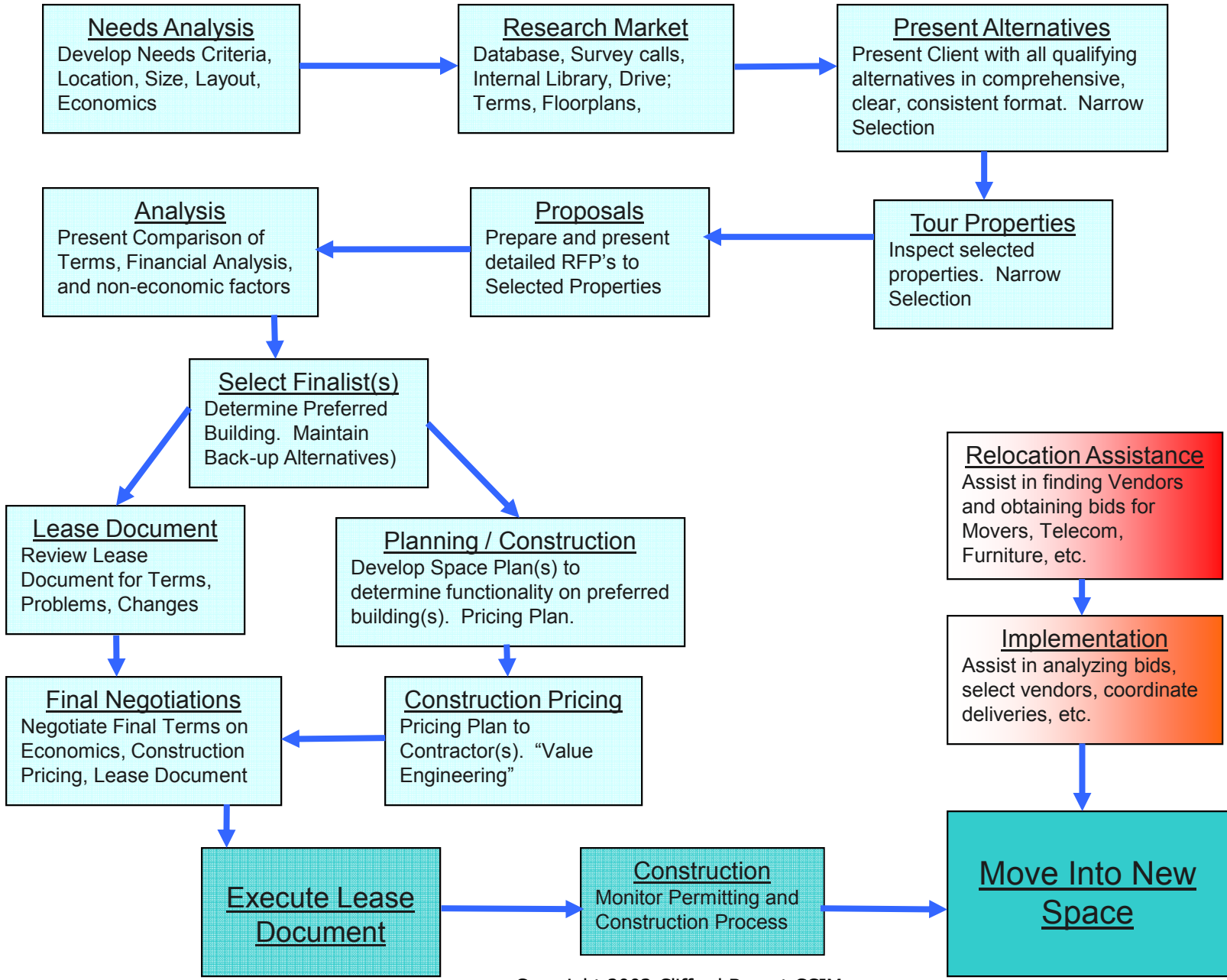
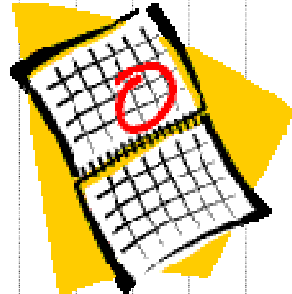
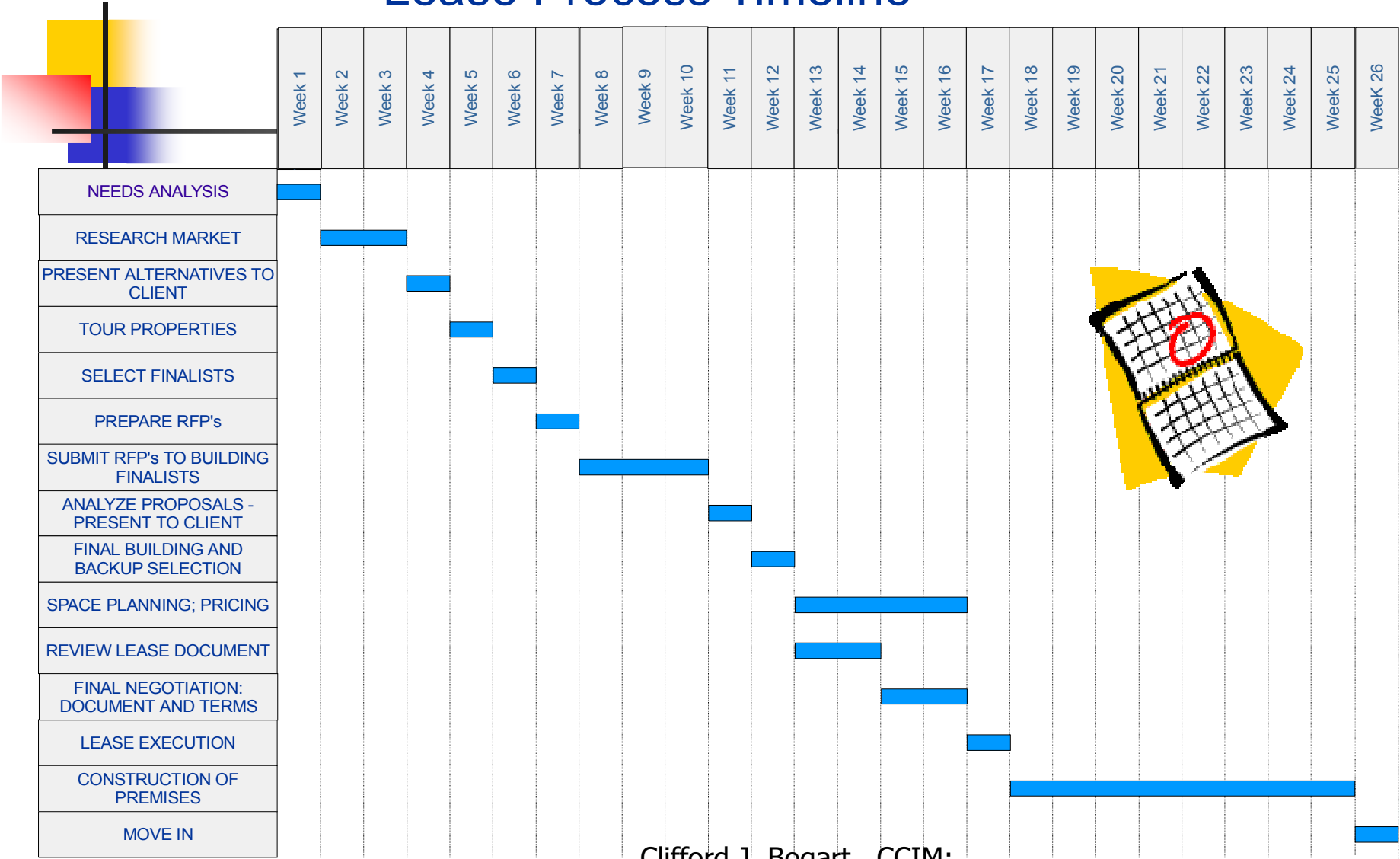


Leasing Process



Lease Process Timeline



The Leasing Process



- Needs Analysis

- Physical
- Location
- Economics
- Timing

- Market Survey

- Available Data Sources
- Survey for all potential qualifying alternatives
- Market Knowledge
- Contact Landlords ("Missing" buildings)
- Include current building

- Present Alternatives

- Comprehensive, clear, consistent
 - Quoted Terms
 - Floorplans
 - Picture
 - Map
- Order: Present in order from most likely to least likely
- Narrow Selection

The Leasing Process



➤ Tour

- Preferably 3 – 8 short list
- Efficient: Set up in geographic order. Best use of your client's time
- Meet Building Agent or representative at each building to answer questions
- Narrow Selection

➤ RFP / Proposals

- Prepare individual RFP for each building. Address specific issues pertaining to differences in each building / space.
 - Economic Terms
 - Layout / Construction
 - Parking
 - Other
- Proposals: Follow-up with agents to answer questions, get proposals in timely manner

The Leasing Process

➤ Analyze Proposals

- Apples-to-Apples: Make adjustments as necessary
 - Lease Structure
 - Full Service
 - Net of Electric
 - Industrial Gross
 - CAF
 - Construction
 - Moving
- Financial Analysis
 - Aggregate Costs
 - Present Value
 - Annual Effective Rate
 - Monthly Rent
- Narrow Selection

➤ Planning

- Plan primary choice, and sometimes back-up(s)
- Add finish notes for pricing; Pricing Plan

➤ Construction Pricing: Most often when a deal falls apart in late stages it's because of Construction Pricing

- Submit for Bid(s)
 - Landlord Contractor
 - Third Party Contractors
 - On Subcontractor level
- Value Engineer
- Negotiate higher allowance if necessary

The Leasing Process



➤ Lease Document

- Review Landlord's lease document
 - Confirm all terms match negotiated deal
 - Other "Market" negotiable clauses
- Suggest (in writing) that client have their attorney review document

➤ Final Negotiations

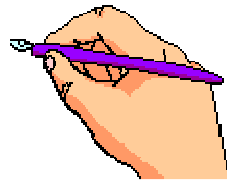
- Finalize economic terms, especially as they relate to construction issues
- Finalize / confirm plan and construction pricing
- Insure all agreed terms, clauses, language, etc., is correctly represented in Final Lease Document

The Leasing Process



➤ Execute Lease Documents

- Authorized person with client company should sign and initial per Landlord's requirements
- Checks: Typically First Month's rent and Security Deposit
- Financial Information: Detailed financial info presented at this time (usually sooner).



➤ Construction

- Maintain contact with client and building Construction representative throughout process
 - Emphasis on preventing problems or delays before they occur
 - Visit space periodically during construction phase
- ## ➤ Client Moves into Space