Tenant Representation

Process Flow Chart

Phase I

- Planning Stage
  - Define & Verify Assignment Objective
  - Select Other Core Consultants
  - Engineer Architect Contractor
  - Existing Property Review & Lease Analysis
- Establish Business Plan
  - Programming of Property Requirements
  - Develop Schedules / Timelines
  - Establish Operational Requirements
    - •Location
    - •Building Systems
    - •Desired Floor Size
    - •Desired Floor Layout
  - Define Financial Goals
  - •Establish Occupancy Cost Parameters •Determine Plan For Capital Expense •Analyze Trade-Offs between Economics & Accounting

1-2 Months

Phase II

- Market Analysis
  - Vacancy & Absorption Rates
  - Typical Operation Costs & RE Taxes
  - Economic Trends
  - Asking Rents
  - Rental Trades
  - Typical Concession Package
  - List of Competitive Buildings
- Transaction Structure
  - Lease
  - Build
  - Buy
- Selection of Alternatives
  - Tour Selected Properties
  - Submit Requests For Proposals (RFP)
  - Review & Evaluate Responses To RFP
  - •Business Terms •Operational Goals & Flexibility •Strength of Ownership
  - Recommended Appropriate Alternatives
- Prepare Business Case
  - RFP in Summary & Detail Form
  - Estimated Capital Costs
  - Estimated Non-Capital Costs
  - Prepare Business Case
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  - Prepare Business Case
- Transaction Management
  - Obtain Revised RFPs
  - Prepare for Negotiations
  - •Prioritize Objectives •Identify "Deal Breakers" •Establish Competitive Environment
  - Building Life Safety / Engineering Study
  - Lease Negotiation & Documentation

2-6 Months

Phase III

- Project Coordination
  - Retain Other Consultants
  - Retain General Contractor / Construction Manager
  - Establish Final Budget
  - Negotiate Non-Capital Purchases
  - Develop Move-in Plan
  - Attend Construction Meetings
  - Attend Punch List Final Walk-Thru Move-in

1 Month

Phase IV

- Post Transaction Management
  - Provide Lease Abstracts
  - Written Summary of Negotiations
  - Performance Evaluations
  - Review Expenses & Base Year Analysis

1 Month

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