

How to Identify Office Space

Presented by
The Forsythe Group

 RE/MAX Realty Services

 The Forsythe Group
Commercial Real Estate Services

The Forsythe Group, LLC
www.THEFORSYTHEGROUP.COM

Internal Due Diligence

Conversation between principal's of the firm.

Consider the following:

- Budget
- Lease vs. Buy
- Term
- Location
- Building Amenities
- Financing

The Forsythe Group, LLC
www.THEFORSYTHEGROUP.COM

Process To Obtain Lease or Purchase Agreement

The Team:

- a) Lender
- b) Commercial Broker
- c) Attorney
- d) Architect

The Process:

- a) Funding Commitment Letter
- b) Site Selection
- c) Letter of Intent or Proposal
- d) Lease or Purchase Agreement

The Forsythe Group, LLC
www.THEFORSYTHEGROUP.COM

Terms to Remember

Industry Lingo:

- a) Triple Net or NNN
- b) Full Service
- c) Personal Guarantee
- d) Pad Site
- e) CAM (Common Area Maintenance)
- f) Percentage Rent
- g) Rent Abatement
- h) Tenant Representative

The Forsythe Group, LLC
www.THEFORSYTHEGROUP.COM

Building Out My Space

Is your Company Credit Worthy? - Personal Guarantee?

How much Tenant Improvement Allowance or TI will I get?

Architect, Contractor, Space Planner - Do I need them?

Space Planning - Open Plan or Partitions or a Combination

Consult with HR Manager and employees to create best floor plan.

The Forsythe Group, LLC
www.THEFORSYTHEGROUP.COM

Practical Issues To Consider

Type of Business & Customer Perspective:

Retail - Restaurant

Office (Condos) - Accounting Firm

Flex - Print Shop

Executive Suite - One – Two Person Operation

Zoning and ADA Requirements

The Forsythe Group, LLC
www.THEFORSYTHEGROUP.COM

Current Rents and Professional fees

Georgia Avenue Corridor
Office rental rates start at \$15 SF/fs
Retail rental rates start at \$35 SF/NNN

H Street Corridor
Office rental rates start at \$15 NNN
Retail rental rates start at \$20 NNN

Who Pays Me?
Tenant Rep or Landlord Rep

Attorney Review – Tenant / Landlord

The Forsythe Group, LLC
www.THEFORSYTHEGROUP.COM

Wrap Up

Questions

Article

The Forsythe Group, LLC
www.THEFORSYTHEGROUP.COM

Contact Information

Jarrett@theforsythegroup.com
Elizabeth@theforsythegroup.com

(301)588-3484
(301)237-5120

www.theforsythegroup.com

The Forsythe Group, LLC
www.THEFORSYTHEGROUP.COM
