

The Office Space Leasing Process and Timing

1. Define basic space requirements:

- Size and layout ([office space calculator](#))
- Expansion and option space
- Price and term ([market information](#)) 1 day
- Image and quality
- Geographical area
- Intangibles and goals

2. Selection / interview with support team:

- Space Planner 1 to 7 days
- Interior Design (if desired)
- Attorney / CPA

3. Determine alternatives available:

- General market knowledge of "deals" available 7 to 14 days
- Search of database
- Verification of terms and conditions
- Review list of alternatives

4. Narrow down alternatives:

- Inspection tours of likely alternatives
- Selection of 3 - 5 best alternatives
- Space planning of best alternatives 7 to 14 days
- Review and re-draw of space plans
- Selection of top 2 - 3 alternatives
- Request for proposals on top alternatives

5. Analysis of proposals and alternatives:

- Financial analysis 1 to 7 days
- Layout efficiencies
- Intangibles and goal analysis

6. Final selection:

- Choose top alternative 7 to 30 days
- Establish terms required

- Prepare and present counter-offer
- Approve, re-negotiate, or select other alternative
- Review lease for business points
- Review lease for legal points
- Review Workletter
- Re-negotiate lease terms
- Sign lease

7. Tenant improvement build-out:

- Monitor progress 30 to 120 days
- Report progress
- Final walk through check

Time to Allow

Before Tenant Improvements	24 to 103 days
Including Tenant Improvements	54 to 194 days