

Tenant / Buyer Rep Recommended Approach - Lease

1

1 WEEK

REQUIREMENT DEFINITION

- Client's requirement confirmation
- C&W to obtain all relevant information regarding the existing and future availability in selected market(s)



2

2 WEEK

MARKET REVIEW

- Identify available properties in the search area
- Contact users and developers to identify off market alternatives
- Prepare detailed market survey report
- Tour / inspection of pre-selected alternatives



3

1 WEEK

SELECTION "SHORTLIST"

- Select the 2 or 3 best qualified alternatives
- Prepare RFP (Request For Proposal) including client needs (standard improvements, above standard improvements, term and conditions, change orders, purchase option.)
- Beginning of negotiations with finalists
- It is very important that Developers does not feel secure with this transaction



4

2 WEEK

ARRANGE COMPETITION FINAL ALTERNATIVE

- Send RFP to developers or owners
- Initial proposals comparing table
- NPV, cash-flow, qualitative tables, etc.



5

3 WEEK

NEGOTIATION STRATEGY

- Alternatives ranking
- Simultaneous negotiation process to maximize savings
- Continuous financial analysis
- Draft of Letter Of Intent (LOI)
- LOI negotiations with one or two finalists



6

4 WEEK

FINAL NEGOTIATION

- Execute LOI
- Contract negotiation
- Savings maximization
- Lease Agreement Execution
- Due Diligence
- Construction management (additional service if required)
- Delivery of Premises and Post Occupancy Follow-Up
- Project Close -Out Documentation