



LANDMARK PARTNERS, INC.

COMMERCIAL REAL ESTATE CONSULTANTS

THE RELOCATION GUIDE **For** **Commercial Real Estate Tenants**

Not sure how long the process takes to find new space and plan a move. As exclusive tenant representatives let us show you how to use this guide to help you plan your relocation. When we work with our clients our first and most important step is to complete this guide. We work from this timeline to insure that your next Move is the Right Move. For immediate assistance with this guide contact Joe at 612-386-6991 or by email at Joca@Lndmrk.net

	Start Date
Phase I	Define Requirements Office, Industrial or retail space <ul style="list-style-type: none">* Execute Engagement Agreement* Identify current and future needs* Develop specifications for facility change and/or renewal
Phase II	Survey the Market <ul style="list-style-type: none">* Define broad market* Review availability of potential properties* Select qualified properties* Identify Purchase options
Phase III	Evaluate Options <ul style="list-style-type: none">* Tour selected properties* Review technical data* Reduce selections for proposals* Determine if any of the purchase options fit
Phase IV	Solicitation of Proposals <ul style="list-style-type: none">* Prepare Requests for Proposals* Receive written proposals* Evaluate the purchase options

Phase V

Analysis of Proposals/Counter Proposals

- * Compare terms and conditions (spread sheet)
- * Compare amenities
- * If Purchase options look promising suspend Lease activities to allow for exploration of Purchase options.
- * Due diligence and pricing for purchase options renovation if necessary
- * Bidding for renovation of purchase options
- * Selections limited by the client for negotiations (3 options, plus renewal)
- * Counter proposals

Phase VI

Lease/ Purchase Negotiations

- * Purchase options review and analysis
- * Bank solicitation for funding of purchase
- * Final negotiations for purchase
- * Lease options begins again
- * Final selection
- * Final negotiations/ Letter of Intent
- * Purchase Agreement submission
- * Lease preparation and execution
- * Close on lender financing if buying

Phase VII

Construction/ Move-In – Lease or Purchase

- * Manage construction and build-out
- * Vendor selection and management
- * Final punch list
- * Move-in
- * Follow-up and project review



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RELOCATION GUIDE TASK LIST

Activity	Landmark Partners Managed By	Projected Date	Date Complete
Lease executed			
Contact Phone Vender for line relocation and/or market expansion lines for old lines			
Furniture fit plan (should have been done preliminarily at renovation fit plan)			
Review and adjustments to fit plan			
Move bid due			
Review existing office equipment, copiers, fax etc. (determine if alternatives are required)			
Security system			
Data/communication cabling ordered and contractor selected (if necessary)			
New furniture installed			
Order relocation notice cards and stationary with new address			
Janitorial service ordered			
Data/voice cabling installed			
Utilities ordered			
Mover to deliver moving boxes			

Sign ordered			
Distribution of moving boxes and general office materials			
Non-essentials boxed and moved to new location			
Workstation installation at new location			
Mail out relocation notice cards			
Removal and relocation of telephone system			
Main move			
Signage installed			