



ESSENTIAL STEPS TO RELOCATING YOUR OFFICE



DISCOVERY

Step 1

- Review Current Situation
- Uncover Short-Term and Long-Term Business Objectives
- Unearth Potential Obstacles
- Outline Candidate Property Parameters
- Create Occupancy Strategy



MARKET ANALYSIS

Step 2

- Analyze Current Market Conditions
- Explore Market Trends and Projections
- Tour and Evaluate Logical Candidate Properties
- Submit Proposals/ RFPs to Landlords



CANDIDATE PROPERTY COMPARISON

Step 3

- Lease Rates
- Location
- Layout
- Building Amenities
- Total Occupancy Costs
- ADA Compliance
- Parking Availability and Costs
- Tenant Improvement Monies
- Building Efficiency and Quality
- HVAC/ Mechanical Systems



NEGOTIATION PROCESS

Step 4

- Tenant Improvement Estimates
- Negotiate Business Terms
- Execute Letter of Intent
- Complete Space Plans and Determine Construction Timeline
- Review and Negotiate Lease Document
- Execute Lease



BUILD OUT & OCCUPY SPACE

Step 5

- Architect Prepares and Submits Construction Drawings
- Building Permits Acquired by Architect
- Build Out Space (Monitored by General Contractor/ Space Planner)
- Order Furniture, Equipment, Telecom Service/ Cabling, Stationery, Etc.
- Obtain Required Insurance Certificates
- Move In/ Set Up (Furniture, Equipment, Telecom, Accessories)
- Review Punch List Items
- Office Opens/ Lease Commences

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