

9 KEY STEPS TO LEASING — YOUR — IDEAL OFFICE SPACE



REAL ESTATE ADVISORS
& TENANT ADVOCATES

HAVE TOTAL CONFIDENCE YOU HAVE THE BEST SPACE FOR YOUR BUSINESS

It can be stressful to find the right space to lease for your business. You want to get the best space for the best price so that you can get back to running your business.

After 30+ years of working in commercial real estate, we've learned that there are 9 Key Steps to Leasing Your Ideal Office Space. We want to equip you to find the

best space - and then help you to negotiate the best lease possible.

Whether you already know you need a new space or you're still considering staying in your current space, these 9 Steps will help you have total confidence that you've considered everything necessary.

1 - TARGET

The most important phase of the process is the first one. We have to establish a vision for what you're trying to accomplish. We must first understand your business goals and objectives before we can find the ideal space for your business.

At REATA Commercial Realty, Inc., we ask these foundational questions of all our clients:

Business Goals - What are your top business priorities for the next 3-5 years?

Property Type - What type of property are you looking for? What features are most important to you? What image do you want to project?

Size - What size facility is optimal for where your business is headed? What would be too small? What would be too big? Create a space program.

Location - What part of town do you need to be in? What types of other businesses or amenities do you need to be close to? Where do your employees live? Where are your customers?

Culture - What kind of space and layout will support the company culture best? What layout best suits your employees and customers?

Budget - What budget are you comfortable with for where your business is today and where it will be in the coming years?



2 - SEARCH

Scope out the available markets that meets your criteria. While we may evaluate a hundred or more properties, you should expect to see only the options that support your goals. You'll narrow it down to the ones you want to see in person, and then we'll help you identify your short list. Here's your checklist for this step:

- Search for Properties (REATA)
- Narrow Choices
- Tour Options
- Narrow to the Short List

3 - DECIDE

This is where we communicate interest to the properties and get real numbers. You'll decide on your #1 choice and set yourself up for a great negotiation.

- Create Request for Proposal or Letter of Intent
- Have a Space Plan created by an architect
- Get construction estimates
- Analyze Proposals
- Choose Your Ideal Property
- Coordinate with Architect and Contractors

4 - NEGOTIATE

As a savvy business owner, you know you never want to negotiate at a disadvantage. That's why at this stage we negotiate all aspects of your ideal lease concurrently. This will include the rental rate, free rent, construction, options and many other lease terms.

- Negotiate The Rental Rate, Expenses, Parking
- Negotiate Free Rent - YES, FREE RENT!
- Construction Allowance, Scope, Timing & Who Handles What
- Lease Options like Renewal, Expansion, Termination, Sublease
- Financials – Your company strength impacts how the lease is secured



5 - DOCUMENT

Between the negotiation phase and signing on the dotted line, you'll want to ensure you have all the proper documentation to reduce risk and position your business in the best possible way.

- Lease Review – Find ways to balance the Landlord's lease
- REATA Advises & Your Attorney Reviews & Redrafts
- Your Commercial Insurance Agent Reviews Lease
- Finalize Construction Plans & Pricing
- Goal is to make the lease more balanced

6 - SIGN

This is the most straightforward part of the process. You sign and make your deposit to secure your spot.

- Sign Lease
- Pay Initial Rent
- Pay Security Deposit
- Provide Insurance Certificate

7 - IMPROVE

After you've signed, construction begins to make your space yours. You can kickoff any construction or remodeling projects, schedule utility services to begin, coordinate internet and technology with your IT provider, and purchase any additional furniture needed for your new space.

- Construction – Award contract to GC and apply for permits
- Monitor Construction
- Arrange for Utilities
- Order Phones & Internet
- IT Considerations
- Furniture – Order if needed
- Decide on Movers
- Order Signage



8 - MOVE

Once your space is ready, you'll coordinate with your landlord when occupancy will begin, arrange your move and get your company moved over to the new space.

- Schedule Date with Landlord
- Coordinate with Building for signage, parking, keys/access cards
- Arrange IT Move
- Arrange FF&E Movers
- Moving Day!

9 - TRACK

If you thought we were finished once you move in, think again! Leasing your ideal space is not just the process to get into the space, it's the process of using the space throughout the entire lease term, monitoring your lease to prevent risk and avoid surprises, and setting your company up to minimize cost and maximize value.

Fortunately, REATA offers LeaseTrac™, our free system that keeps track of everything you need to know during the lease term. We monitor your lease to help you avoid headaches and maximize the potential of your lease.

How can LeaseTrac™ help your business?

Save Time: Just the Facts

- We create a summary, a Lease Brief, of the most important terms of your lease to make it easy for you to find what's really important quickly.

Avoid Missing Important Dates: Safety Check

- We proactively review your lease on a quarterly basis and let you know of critical dates and actions you must take in the coming quarter. Don't worry about missing important dates again.

Get Help When You Need It: Lease Doctor On-Call

- We are on call to answer questions about your lease or to address issues which arise with your landlord. Call us when you need advice and an advocate for your interests.

Save Money: Expense Hawk

- Your lease may require you to pay your share of common operating expenses of the property. We review those to be sure they are appropriate and consistent with your lease and the industry. It's easier to address a concern before you pay than try to get a refund afterwards.

Stay Ahead of The Game: Market Manager

- At any time, we can provide market information to help forecast costs or evaluate a move or new location whether for lease or purchase.



REATA IS YOUR ADVOCATE FOR COMMERCIAL REAL ESTATE

Too many businesses are losing money on their second highest fixed expense – their office lease. Why? Because leases are unfairly weighted in favor of the landlord.

At REATA Commercial Realty Inc., we only represent tenants so we are 100% on your side as we negotiate your office space lease.

HAVE MORE LEVERAGE IN YOUR LEASE NEGOTIATION

By working with us, the playing field with the landlord is leveled. Why?

Before we founded REATA, Bob Gibbons, our broker actually worked for landlords for 20 years. We know how they think and operate and we use that experience to your advantage.

Our team has seen it all...

- **3,000+ commercial lease contracts negotiated**
- **30+ years' experience in corporate real estate**
- **10,000,000+ sq. ft of past experience in Texas alone**
- **Privately owned and operated**
- **Focused on Dallas and Collin County office leases**
- **Also handle Texas and the USA**

Whether we are re-negotiating an existing lease or finding you a new property or evaluating a purchase, we negotiate the best deal for your business.

We are experts in real estate negotiation, so you can be freed up to focus on your business.

**Contact us directly today at 972-677-0028
or texastenantrep.com.**

