9 Steps to Leasing Your Ideal Office Space

[Real Estate Advisors & Tenant Advocates]



Decide

- Business Goals & Objectives
- Property Type
- Size
- Location
- Layout



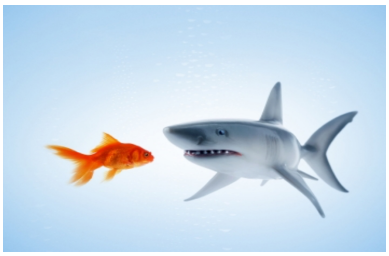
Search

- Search for Properties
- Narrow Choices
- Tour Options



Plan

- Create Request for Proposal/ Letter of Intent
- Choose Property
- Prepare/Approve Space Plan
- Solicit Proposals



Negotiate

- Rent
- Free Rent
- Construction
- Options to Renew, Expand & Terminate



Document

- REATA & Attorney Review/ Approve Lease
- Finalize Construction Plans & Bid to General Contractors
- Bid Insurance



Sign

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



Improve

- Construction
- Bid Phones, Internet, Furniture, etc...



Move In

- Schedule Date with Landlord
- Arrange IT Move
- Schedule Movers



REATA LeaseTrac™

- Just the Facts
- Safety Check
- Lease Doctor On-Call
- Expense Hawk
- Market Manager

Call Today to Speak with One of Our Agents.

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