



BACON'S FIVE STEPS TO A SUCCESSFUL RELOCATION OR LEASE RENEWAL

1 Needs Assessment

Audit Current Lease Situation

- Expiration/renewal.
- Holdover
- Remaining lease obligation

Define requirements and objectives

- Needs Analysis (Short/Long Term)
- Space layout and special needs.
- Clients, services, transportation (Linkages)

Lease Terms

- Commencement Dates
- Options to expand/cancel or buy-out
- Improvement Allowances
- Build-out timing

Select Team

- Project Management
- Move Management
- Attorney
- Designer

2 Needs Assessment

Review Market Conditions

Survey alternatives

- Location
- Space availability
- Sublease options
- Purchase

Tour Options and Request Proposals

Review Proposals and Create Short List

- Prepare preliminary space plans for each alternative
- Compare with facility needs

3 Compare Options

Compare alternatives and possible renewal

- Evaluate and rank RFP responses

Analyze physical features

- Construction quality
- ADA compliance
- Obsolescence issues
- Layout and design
- Tenant improvement options and amenities

Analyze financial features

- Rent analysis (Discounted CF)
- Operating expenses
- Tenant improvements and concessions
- Options and cancellation and subleasing rights
- Review landlord's financial condition

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Contact me today for a free market report, property valuation,
or to talk about your current and future leasing needs.



BACON'S FIVE STEPS TO A SUCCESSFUL RELOCATION OR LEASE RENEWAL (cont.)

4 Implement Best Alternative

Finalize Deal

- Refine negotiation strategy and submit counterproposals
- Revise financial comparisons as negotiations continue

Finalize decision on new location or renewal

- Finalize documentation, lease and legal terms
- Finalize plans to relocate or extend lease

Almost Done!

- Complete design and development schedule
- Refine tenant improvements specifications and costs.
- Sign Lease

5 Logistics of Move in

Calendar of Milestones after Lease is signed

- Prepare lease abstract summarizing lease terms and "calendar" the relocation process
- Evaluate landlord's compliance with lease terms
- Monitor Tenant Improvements
- Annually review Operating Expense allocations, Landlord services and market conditions

Bacon Commercial Real Estate Facilitates The Process...

The decision to either relocate your office premises or to renegotiate your current lease is a lot easier when BACON is by your side.

We walk you through the process and help you navigate the labyrinth of leasing options. You will be equipped with thorough and objective information and analysis catered to your situation.

What makes BACON Commercial unique from the competition is that we approach your situation with creativity and focus. AND after a deal is done we are there for the long haul.

We have been representing tenants for nearly 3 decades, and we look forward to the next 30!

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