



## TIPS FOR A SMOOTH TRANSITION AFTER YOU HAVE RETAINED A TENANT'S ADVOCATE



Here are some steps which will ensure the success of your lease negotiations:

1. **Document** your strategic, economic, human, geographical and aesthetic requirements.
2. **Enlist** a professional office planning firm to be an integral part of your team.
3. **Create** a team and a plan, including a project schedule and responsibilities for each team member.
4. **Review** current market information provided by your advocate.
5. **Analyze** landlord proposals submitted by your advocate.
6. **Attend** site visits to evaluate leasing staff and property managers.
7. **Select** two or three finalists, and coordinate all activities with legal and financial team members.
8. **Obtain Bids** from furniture, computer and telecommunications vendors.
9. **Make a decision!!!** Enlist all team members to review documents and prepare to ratify all agreements.
10. **Activate** project team to implement all decisions.



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