



A SMOOTH MOVE HOW-TO GUIDE: FINDING THE RIGHT OFFICE LOCATION

Developed by Karen Warner, Commercial Relocation Expert

Finding the Right Office Location	Timing Prior to Move (in months)
Review what works and what doesn't work in your current space with your relocation and advisory teams.	11 - 12
With your commercial real estate agent's help (if using) develop your facility/site criteria, including all requirements that need to be met in your new location.	11 - 12
Identify properties in your market which best meet your requirements.	10 - 12
Contact landlords/real estate agents to set up appointments for property tours. (If you are using a broker, he or she will do this for you.)	10 - 12
Tour selected buildings, take detailed notes.	9 - 11
Narrow alternatives to a short list of two or three choices.	9 - 11
Have an architect/space planner create test-fit floor plans for short-listed properties.	9 - 11
Review test-fit floor plans, provide feedback to architect/space planner.	9 - 11
Develop a Request for Proposal (RFP) based on your needs.	8 - 10
Deliver the RFP to the landlords of the top two or three buildings you have chosen to pursue.	8 - 10
Receive RFP responses from landlords. Review RFP responses.	8 - 10
Select most suitable property for your business, request lease from landlord.	6 - 8
Have a decision-maker from your company, your commercial real estate agent (if using) and your real estate attorney review the lease.	6 - 8
Ensure any negotiated lease revisions have been incorporated into the final lease document.	6 - 8
Finalize space plan and interior color selections. Construction should begin on space as soon as lease has been signed and final space plan has been approved.	6 - 8
Request final lease documents, sign lease.	5 - 7