



A SMOOTH MOVE HOW-TO GUIDE: PROPERTY PROPOSAL SUMMARY

Developed by Karen Warner, Commercial Relocation Expert

PROPOSAL SUMMARY			
Proposal Items	Proposal 1	Proposal 2	Proposal 3
Premises			
Area/Sq.Ft.			
Possession and Commencement			
Occupancy Date			
Lease Term			
Rental Rate			
Security Deposit			
Tenant Improvements			
Option to Renew			
Expansion Option			
Signage			
Access			
Mechanical Systems			
Fire/Safety Systems			
Building Security			
Elevators			

