



A SMOOTH MOVE HOW-TO GUIDE: RELOCATION BUDGET TEMPLATE

Developed by Karen Warner, Commercial Relocation Expert

MONTHLY FACILITY EXPENSES

Rent and Other Monthly Expenses	Budget	Actual	Variance(\$)	Variance(%)
Rent				
Insurance				
Communication/Networking Fees				
Utilities				
Common Area Maintenance				
Property Taxes				
Janitorial Services				
Total Monthly Facility Expenses	\$	\$	\$	%

RELOCATION EXPENSES

Leasing Fee Expenses	Budget	Actual	Variance(\$)	Variance(%)
Attorney Fees				
Architect/Space Planner				
Communication/Network Consultant				
Additional Tenant Improvement, Not Included in Rent				
Security Deposit				
Signage (may be included as negotiated lease term)				
Network Cabling				
Security System, Door Locks, Alarms, etc				
Total Leasing Fee Expenses	\$	\$	\$	%

Moving Expenses	Budget	Actual	Variance(\$)	Variance(%)
Moving Vendor				
Computer Relocation Vendor				
Other Moving Vendors - Equipment/Artworks, etc.				
Total Moving Expenses	\$	\$	\$	%

New Equipment/Furnishing Expenses	Budget	Actual	Variance(\$)	Variance(%)
Phone System				
Office Equipment, Copiers, Fax Machines, etc.				
Conferencing/Audio Visual Equipment				
Computers				
Furnishings				
Supplies				
Breakroom/Kitchen Appliances				
Total New Equipment/Furnishing Expenses	\$	\$	\$	%

Total Relocation Expenses	\$	\$	\$	%
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