

Office Tenant Pre-Signing Flowchart



Find a Broker

- Discuss Interests and requirements.
- Enter Into a brokerage agreement.

Location/ Space

- Determine ideal location.
- Look at various space candidates with certain criteria In mind.
- Analyze how each space fits your company's needs.

Find a Local Real Estate Attorney

- Retain a local real estate attorney.
- Sign engagement letter regarding fees and scope of representation

Letter of Intent

- Negotiate and agree to business terms.
- Create deadlines for important events

Physical Due Diligence

- Find the right consultants to conduct due diligence on the space:
 - hire a licensed architect to either create or review the plans and specifications for the initial build-out; and
 - hire a licensed engineer to provide an analysis report of the building's systems servicing the premises and structural matters.
- Scope out the space with your company's facilities manager to uncover any operational or safety concerns

Legal Due Diligence

- Conduct a title search to determine:
 - matters of record the lease may be subject to; and
 - any third-party consents or non-disturbance agreements that may be necessary.
 - Conduct municipal and departmental search.
- Address any operational or safety concerns in the lease.

Negotiations

- Your attorney should review with you and then negotiate each of the following:
 - lease agreement;
 - ancillary agreements with the landlord, including the guaranty and work letter;
 - third-party consents or non-disturbance agreements, or both; and
 - architect's agreement for the initial build-out if you are performing the work.
- You should ensure during this time:
 - you receive any necessary estimates from your architect;
 - you finalize any plans and specifications, even if just preliminary;
 - you receive and review the engineer's report; and
 - your broker finalizes and signs its co-broker agreement with the landlord's broker

Closing Documents

- Review all attachments to the lease for accuracy.
- Review and confirm all ancillary documents and third-party agreements are in final form.

Sign the Lease

- Ensure lease correctly reflects all material terms agreed to by the parties
- Sign lease and all other necessary documents.