



guide to relocation occupiers checklist



STEP 1 EXIT – CAN YOU MOVE? WHEN CAN YOU MOVE?

Review your current lease

Do you have a lease break and when?

Yes No [/ /]

Have you complied with notices?

Yes No [/ /]

Confirm your exit costs

£ []

Is your lease protected under the security of tenure provisions of the Landlord & Tenant Act 1954?

Yes No

Understand your dilapidations obligations

[]

Confirm your move date

[/ /]



STEP 2 THE TEAM – CHOOSE YOUR RELOCATION TEAM

Who are the internal stakeholders?
Finance, HR & IT?

[]

Who is/are the decision makers?

[]

Do you have a specialist legal advice?

Yes No [Company]

Do you have a design & build team in mind?

Yes No [Company]

(we can advise you on how to avoid the many pitfalls)



STEP 3 DEFINING THE BRIEF?

Size

[] sq ft

Budget

£ [] psf / pa

Location (mark on map below)

[] (mile radius)

Where do your staff live?

Where are your customers & suppliers?

Style

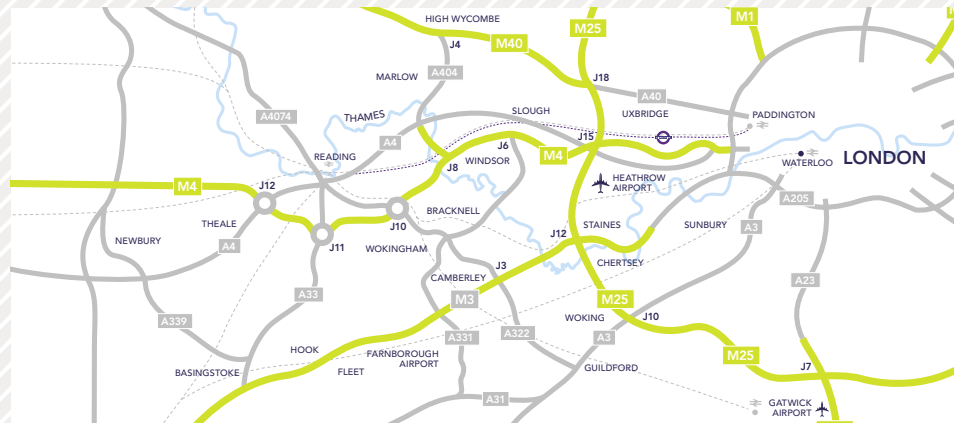
Contemporary Luxurious
 Industrial Other

Planning for growth or rightsizing?

[]

Any must haves?

[]



STEP 4 GO GET IT! THE SEARCH

Viewing Tour

[/ /]

- We will search the market for you identifying on & off market options.
- Analyse the initial options and judge them against your brief, shortlist and view options.

We create

- A video log of the tour to share with staff and decision makers located overseas.
- Refine and view again or shortlist preferred options.
- Invite proposals and analyse the "bottom line" costs





STEP 5 NEGOTIATION – ADDING REAL VALUE

- Open negotiations on selected premises.
- Negotiate on multiple options in order to secure the best rent and lease terms
- Provide detailed lease advice ahead of solicitors being appointed when your “leverage” can be maximized.
- Draft ‘Heads of Terms’ summarising the points which will form the basis for your lease



STEP 6 DUE DILIGENCE

Instruct specialist property solicitor to draft the lease. We will work with them throughout the legal negotiations ensuring a true reflection of the terms agreed

Company	Name	Telephone
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Building survey. We always recommend that you have the space surveyed to ensure there are no hidden problems

Company	Name	Telephone
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Measure. Rent is generally charged on a per square foot basis. Will ensure the space is measured correctly

sq ft



STEP 7 PACKING THE BOXES PREPARING FOR THE MOVE

Engage a move team who can physically move you

Company	Name	Telephone
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Inform staff either through an informative email campaign or you may want to show them their new office in advance?

Company	Name	Telephone
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Advise current landlord of move date and ensure all lease obligations are met.

Company	Name	Telephone
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Broadband & IT – this is often time-critical so needs to be planned early

Company	Name	Telephone
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Ensure all service providers are cancelled or moved. Check utilities.

- Post Office for re-direction
- Fibre Provider
- Gas/Electric



STEP 8 TODAY'S THE DAY! THE MOVE

- Meter readings

Gas	Electric
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- Keys & access arrangements

POST MOVE

- Prepare snagging list for your contractor. Is everything working as planned?
- Done! Relax and enjoy!