

How to Lease Commercial Real Estate

Table of Contents

(“left clicking” a line item will take you to that section)

Part I – The Process

Part I - The Process	1
Introduction.....	1
The Space Acquisition Timeline	2
Identify The Project Team	4
<i>The Tenant Representation Broker</i>	<i>4</i>
<i>Why Choose an Exclusive Broker</i>	<i>5</i>
<i>Understanding Broker Representation Agreements.....</i>	<i>6</i>
<i>Who really pays the commission in commercial real estate??.....</i>	<i>6</i>
The Needs Analysis Worksheet	8
The Property Comparison Analysis / Market Survey	11
<i>Check out the property management – FIRST!.....</i>	<i>12</i>
<i>Building Comparisons.....</i>	<i>12</i>
The Request for Proposal.....	14
<i>Important Considerations</i>	<i>15</i>
Proposals – The Landlord’s Response to the RFP.....	15
Analyzing The Lease.....	16
The Tenant Improvement Allowance / Work Letter.....	22
<i>The Construction Manager</i>	<i>24</i>
<i>One Last Thought.....</i>	<i>25</i>
The Final Negotiation.....	27
<i>The Tenant’s Perspective</i>	<i>27</i>

Part II – The Forms

Office Needs Analysis	1
<i>Shared Facilities</i>	<i>1</i>
<i>Corporate Facilities.....</i>	<i>3</i>
Sample Request For Proposal (“RFP”)	5
<i>Office Space Specific.....</i>	<i>5</i>
<i>Industrial/Warehouse Space Specific.....</i>	<i>17</i>
Sample Leases	27
<i>Sample Office Lease.....</i>	<i>27</i>
<i>Sample Industrial Lease.....</i>	<i>37</i>