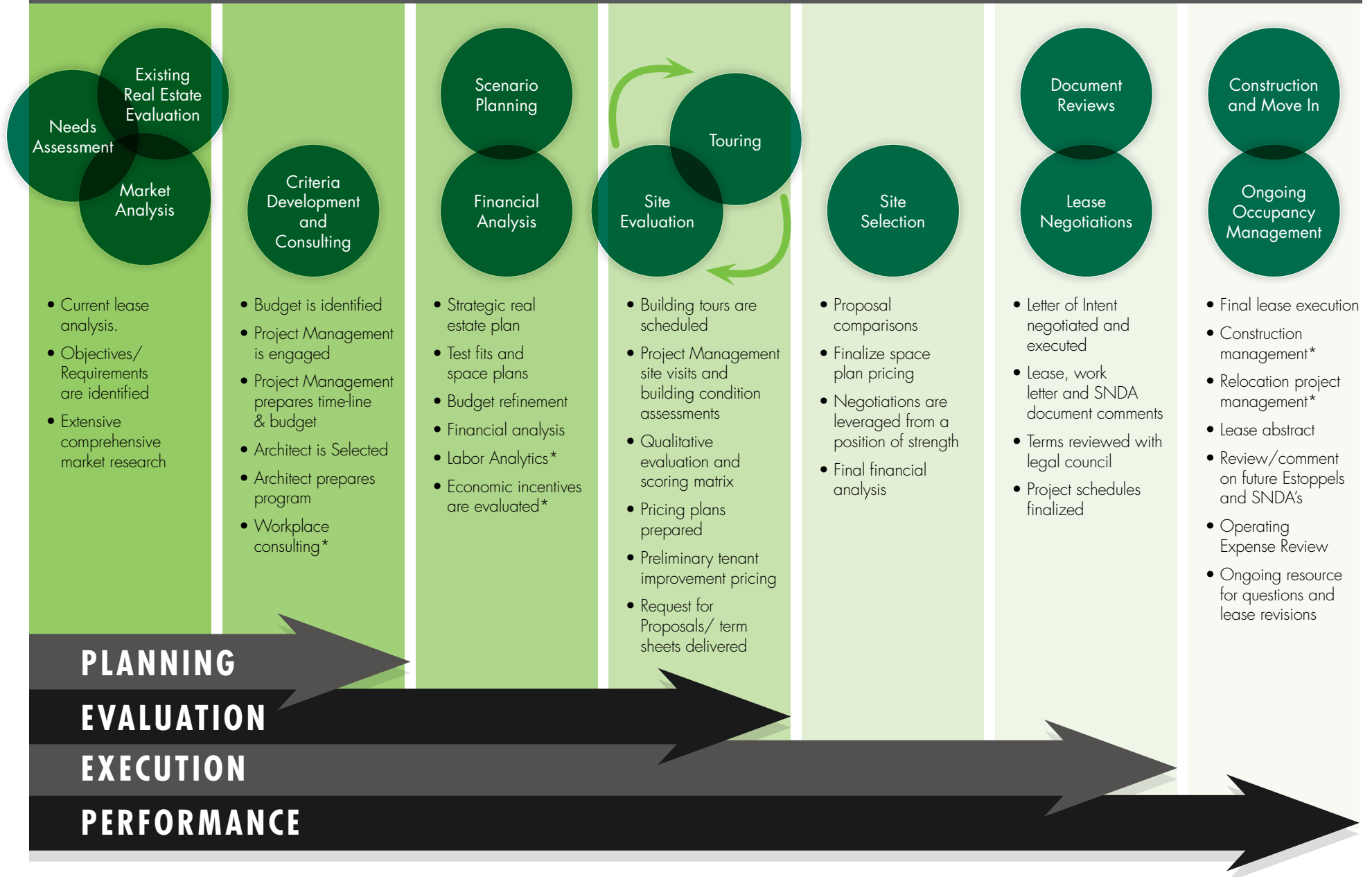


TENANT REPRESENTATION LIFE CYCLE



- Current lease analysis.
- Objectives/ Requirements are identified
- Extensive comprehensive market research

- Budget is identified
- Project Management is engaged
- Project Management prepares time-line & budget
- Architect is Selected
- Architect prepares program
- Workplace consulting*

- Strategic real estate plan
- Test fits and space plans
- Budget refinement
- Financial analysis
- Labor Analytics*
- Economic incentives are evaluated*

- Building tours are scheduled
- Project Management site visits and building condition assessments
- Qualitative evaluation and scoring matrix
- Pricing plans prepared
- Preliminary tenant improvement pricing
- Request for Proposals/ term sheets delivered

- Proposal comparisons
- Finalize space plan pricing
- Negotiations are leveraged from a position of strength
- Final financial analysis

- Letter of Intent negotiated and executed
- Lease, work letter and SNDA document comments
- Terms reviewed with legal council
- Project schedules finalized

- Final lease execution
- Construction management*
- Relocation project management*
- Lease abstract
- Review/comment on future Estoppels and SNDA's
- Operating Expense Review
- Ongoing resource for questions and lease revisions

*Optional Services