

RELOCATION TAKES TIME AND STRATEGIC PLANNING!

The matrix below illustrates the time allotments generally required for implementing a successful company relocation.

	MONTH#	FIRST		SECOND				THIRD				FOURTH				FIFTH				SIXTH				SEVENTH				
	WEEKS#	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
PRIMARY OBJECTIVE																												
Situation Analysis: Develop Requirement: Size, Layout, Budget, Location Building Class, Term, Timing																												
Market Research & Property Evaluation: Input requirements into property database Generate building reports and photographs																												
Evaluation of Alternatives: Review prospective buildings & locations Tour the top building prospects Narrow alternatives down to 3-4 buildings																												
RFP's & Negotiation: Draft Request for Proposals Review Proposals/Financial Analysis Deliver Counter Proposals/Review Responses Execute Letter of Intent																												
Space Planning: Initial design during proposal process Modify Plan - Generate Working Drawings Pricing of Tenant Improvements																												
Lease Review: Check for accuracy on business points Tenant's legal team reviews the Lease Negotiate final Lease Document																												
Lease Execution: Tenant and Landlord execute Leases																												
Implementation: Final working drawings - Building Permits Manage Construction of Tenant Improvements Coordinate Relocation																												

Occupy Space

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