



Commercial Leasing: Timeline & Milestones

INITIAL MEETING

We gather information, identifying your space needs, timeline, desired areas, and financials. Don't know where you want to be or how much space you need? No problem. We'll guide you.

1 DAY

PROPERTY PRESENTATIONS

The initial property presentation. We will present all the available space on the market that fits your criteria. Working together, we pare the spaces down to a manageable size.

2-3 DAYS



PROPERTY TOURS

Time to tour! We tour the selected areas, offering insights into each area, access to transit, amenities, and brief profiles on each building. We'll even bring the coffee.



1-2 DAYS

LETTER OF INTENT

After selecting sites, we will generate LOIs to make offers on the space. We generate our offers based on recent area comps, taking into account the uniqueness of the building to ensure competitive pricing. We negotiate on your behalf until a deal is agreed upon or the property is removed from our targeted list. You will be asked to submit financials for the entity signing the lease.

1-3 WEEKS

REQUEST FOR LEASE & LEASE NEGOTIATION

After an LOI is accepted, a lease will be prepared and sent to your attorney. The attorneys will trade comments until your lawyer feels you are well protected. Final copies of the lease are issued, and it's time to sign!

1-3 WEEKS

LEASE EXECUTION

You will sign leases for the space and cut checks for your security deposit and first month's rent. If there was Landlord's work, the work will commence. You get the keys. Time to call the moving trucks.

1 DAY

