TENANT REPRESENTATION ACTION PLAN

STEP 1

MEET AND DISCUSS NEEDS/REQUIREMENTS

- Discuss your specific space needs and goals
- If needed, perform a test space plan or meet with a space planner to determine space needs (current & future)
- Review budget, location, important factors

STEP 2

PROPERTY/MARKET SURVEY

- We will provide a detailed market survey with potential locations/ properties
- Review survey and determine best options to tour

STEP 3

TOUR MARKET

- Tour market and properties
- Goal Is to narrow list to 2 -3 top options

STEP 4

SEND PROPOSALS OR RFP'S (REQUEST FOR PROPOSAL)

- Send RFP to landlords

STEP 5

FINANCIAL ANALYSIS

- Compare proposals to current lease
- Perform financial analysis of all options
- Engage with IT, furniture suppliers etc

STEP 6

NEGOTIATE

- Respond to offers based on financial analysis

STEP 7

LEASE REVIEW

- Review lease with a real estate attorney
- Finalize lease

STEP 8

LEASE SIGNING

- Sign lease
- Pay security deposit

STEP 9

BUILD OUT SPACE

- Furniture
- IT

STEP 10

MOVE IN!

Headquartered in Marlton, NJ, Vantage Real Estate Services (Vantage RES) is a full-service commercial real estate brokerage and advisory firm serving South Jersey, Philadelphia, and Eastern Pennsylvania. Vantage RES specializes in all aspects of commercial real estate.

Including: Landlord Representation, Tenant Representation, Healthcare Real Estate Services, Investment Sales, and Acquisitions, Land Sales and Development, Property Management, Property Valuations and Advisory. Vantage RES is guided by the core belief that in order to achieve success, we must think like a client but perform like a partner. We have the right team in place to service any commercial real estate project and we work hard to achieve our client's goals. Each member of the Vantage RES team brings a unique background and perspective to the market. Combined, we have tremendous, unmatched experience that shows in our success in the CRE market in New Jersey and Pennsylvania.

VANTAGE REAL ESTATE SERVICE

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