

## Tenant Buyer Strategy

### Building Site Tour

Our experience in representing our clients is most successful when we work very closely with a designated contact or team for each assignment. We understand that our role is investigative and advisory in nature and we will share with you our insight and experience into the marketplace and necessary strategies for each. We will carefully plan tours of pre-qualified facilities to insure an efficient use of time. We have found that two-hour intervals are the maximum time to clearly understand alternatives in the market place.

Other items we will provide for these tours may include:

1. Location and Mapping
2. Existing Conditions (Site Plans/Space Plans. Specifications)
3. Pricing
4. Adherence to Goals / Plans
5. Amenities for Employee Retention
6. History of Ownership / Management

Selecting a property to occupy is a detailed task. Determining whether a specific property is suitable for a client's particular need is most important. This part of the process is critical to bring them satisfaction in the original choice.

### Development/Space Planning

1. Development of Requirement Specifications
2. Build-to-Suit (Leased Property)
3. Design Build (Owned Property)
4. Lease to Own
5. Joint Venture
6. Equity Participation
7. Sale/Lease-Back
8. Selection of Professional Service Provider(s)
9. Design Flexibility and Layout Efficiency
10. Project Budgeting and Planning (Value Engineering)
11. Review Building Work Letters & Standard Finishes to Project Goals
12. Change Order Management and Negotiation
13. Contract Compliance Auditing

### Proposals

The most effective way to approach real estate is with a team of committed and well-directed professionals. We will create a custom Request for Proposal or Letter of Intent for all of the qualifying properties. This document will clearly outline your requirements and provide both of us with a format for comparative analysis. Secondly, it will insure conformity of information to each qualified facility owner.

Deal points we will raise through this document may include:

1. Premises
2. Commencement Date
3. Lease Term
4. Base Rental Rate
5. Rental Abatement
6. Escalation
7. Real Estate Taxes & Operating Expenses
8. Electricity
9. Termination Option
10. Tenant Improvements
11. Space Planning
12. Moving Allowance
13. Right of First Refusal
14. Renewal Option
15. Subletting/Assignment
16. Parking
17. Signage
18. Subsequent Improvements
19. Building Hours/Holidays
20. Access
21. Security/Life Safety
22. Telecommunications
23. Janitorial
24. HVAC
25. Elevators
26. Building Construction
27. Amenities
28. Non-Disturbance
29. Hazardous Materials
30. ADA Compliance
31. Tenant Roster
32. Year Built
33. Ownership/Management
34. Security Deposit
35. Delivery Condition
36. Add-On Factor

### **Continuing Services**

Cawley Chicago Commercial Real Estate views its responsibility as limiting risks. We constantly upgrade ourselves individually through formal education. We believe in technology to provide objective, accurate and complete information and the TEAM approach to solving problems through straightforward communication.

A relationship is never complete. We continue to provide follow up through the process and consummation, to be in touch on an annual basis to help in any way possible, whether through our Strategic Alliances, vendors, and contractors or with ongoing market information.

1. Contact with Owner/Developer for Smooth Transition
2. Operating Expense Audits and Consulting
3. Quarterly Follow-Ups
4. Expansion Option and Early Termination Notification
5. Creation of Lease Abstract
6. Prepare Vendor List
7. RFP's for Approved Vendors
8. Interview Low Bidders