



# TENANT RELOCATION PROCESS



## EXCLUSIVES

Sign exclusive brokerage representation agreement



## IDENTIFY

Identify client needs



## SURVEY

Survey market for alternatives



## REVIEW

Review alternatives with client and select 6-10 sites to tour



## ANALYSIS

Create financial analysis of alternatives, including renewal



## SELECT

Select 3-5 top candidates and submit RFP



## DRAFT

Draft Request for Proposal (RFP)



## TOUR

Tour market



## ALTERNATIVE

Select one alternative for Letter of Intent



## NEGOTIATE

Negotiate and sign Letter of Intent



## EXECUTE

Review and execute lease documents



## MONITOR

Monitor construction of any remodeling/TI work