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Tenant Relocation Process

EXCLUSIVE
- 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

TOUR
- Tour market

DRAFT
- Draft Request for Proposal (RFP)

SELECT
- Select 3-5 top candidates and submit RFP

ANALYSIS
- Create financial analysis of alternatives, including renewal

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

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