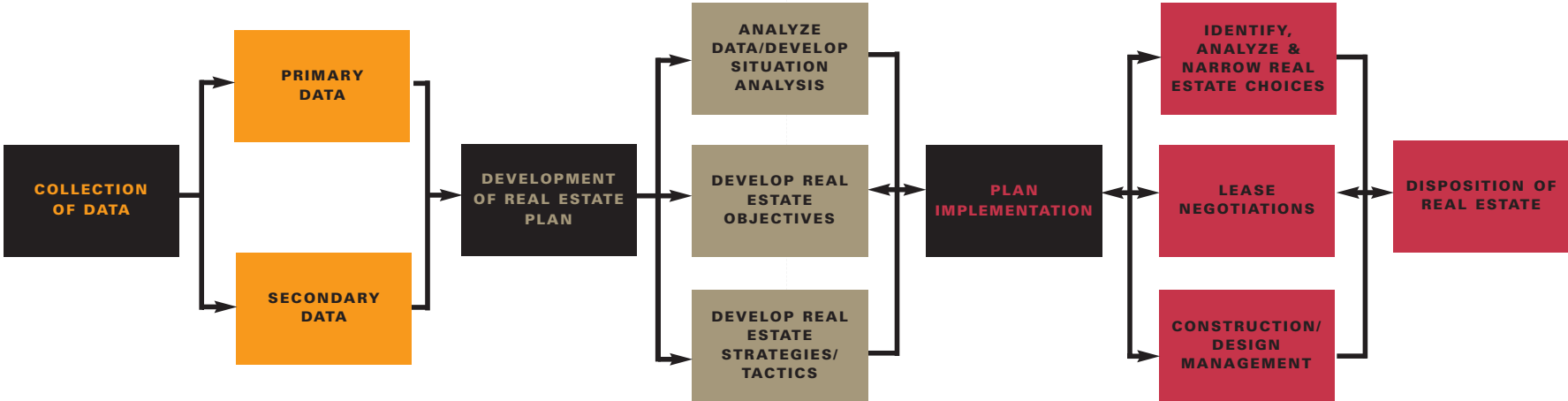


Tenant Representation



COLLECTION OF DATA

PRIMARY DATA

Client Interview/Meeting
Gather data to assist in development of the strategic Real Estate Plan

- Business growth projections
- Budget
- Ownership
- Time line
- Current lease analysis
- Space parameters
- Efficiencies/workflow
- Desired amenities
- Location considerations
- Business image

SECONDARY DATA

Market Data

- Land cost

- Construction costs
- Taxes
- Public utility services and costs
- Employment rate
- Labor costs
- Regulations
- Absorption trends
- Government subsidies

Industry Data

- Current building cost
- Anticipated space/building availability

DEVELOPMENT OF REAL ESTATE PLAN

ANALYZE DATA AND DEVELOP SITUATION ANALYSIS

- Project criteria
- Project time line
- Project team
- Budget
- Financing

DEVELOP REAL ESTATE OBJECTIVES

- Quantitative
- Qualitative

DEVELOP REAL ESTATE STRATEGIES AND TACTICS

PLAN IMPLEMENTATION

IDENTIFY, ANALYZE AND NARROW REAL ESTATE CHOICES

- Market survey
- Narrow list of qualified properties
- Present initial recommendations to client
- Inspect properties
- Prepare and submit requests for proposals
- Analyze proposals (subjective and financial)
- Recommend finalists

LEASE NEGOTIATIONS

- Negotiate terms
- Letter of intent
- Oversee space plans
- Lease execution
- Construction cost estimates

CONSTRUCTION/DESIGN MANAGEMENT

- Monitor space design and construction

- Manage "punch list"

TENANT MOVE

- Oversee equipment and furniture installation

DISPOSITION OF REAL ESTATE