



# Tenant Representation

Three Phase Approach

## Phase I

### Client Market Analysis

#### Client Profile

Business Strategy

Competitors

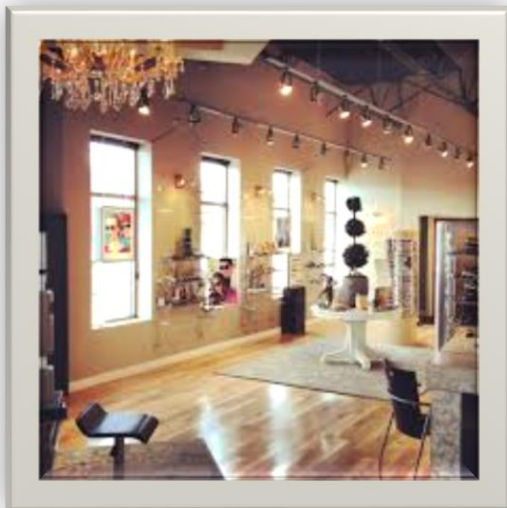
HR

Image/Culture

Operations

Technology

Organizational Chart



#### Needs Analysis

Present Occupancy Scenario

Location Requirements

Building Requirements

Space Requirements

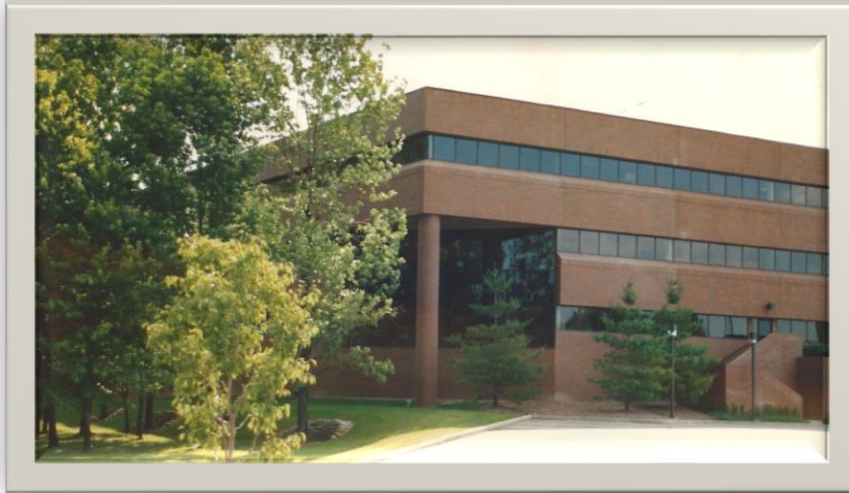
Floor Layout Requirements

Improvement Requirements

Amenity Requirements

Timing Requirements

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## Market Review

Identify Markets

Identify Buildings  
and/or Sites

Assemble & Verify  
Data

Present  
Opportunities and  
Market Information

## Market Tour

Pre-visit selected  
Properties

Schedule Property  
Showings

Tour Properties with  
Client





## Phase II

### Select Building/Negotiate Lease

#### RFP Process

Draft Request for Proposal

Review RFP

Send RFP with Short List

#### Deal Analysis

Receive Proposals

Financial Analysis

Functional Analysis

### Preliminary Negotiation

Select 1-3 top alternatives.

Approval of space plan. Request final and best offer.

Development of construction budget.

Select top choice and backup.

Recommend legal counsel.

Prepared letter of intent (LOI).

Receive and review these documents.

Negotiate lease terms.

Execute lease documents.





## Phase III

### Manage Design, Construction, and Move-in Design

Appoint tenant contact.

Prepare construction documents.

Ordinate FF&E package.

### Construction

Issue bid packages.

Analyze and recommend.

Higher contractor.

Value engineer.

Manage construction.

Tour premises.



### Move-in

Install furniture.

Install voice and data.

Complete punch list.

Execute start date agreement.