



COLLECTION OF DATA	
<p>PRIMARY DATA</p> <p>Client Interview/Meeting</p> <p>Gather data to assist in development of the strategic Real Estate Plan</p> <ul style="list-style-type: none"> • Business growth projections • Budget • Ownership • Time line • Current lease analysis • Space parameters • Efficiencies/workflow • Desired amenities • Location considerations • Business image 	<p>SECONDARY DATA</p> <p>Market Data</p> <ul style="list-style-type: none"> • Land cost • Construction costs • Taxes • Public utility services and costs • Employment rate • Labor costs • Regulations • Absorption trends • Government subsidies <p>Industry Data</p> <ul style="list-style-type: none"> • Current building cost • Anticipated space/building availability

DEVELOPMENT OF REAL ESTATE PLAN	
<p>ANALYZE DATA AND DEVELOP SITUATION ANALYSIS</p>	<p>DEVELOP REAL ESTATE STRATEGIES AND TACTICS</p> <ul style="list-style-type: none"> • Project criteria • Project time line • Project team • Budget • Financing
<p>DEVELOP REAL ESTATE OBJECTIVES</p> <ul style="list-style-type: none"> • Quantitative • Qualitative 	

PLAN IMPLEMENTATION	
<p>IDENTIFY, ANALYZE AND NARROW REAL ESTATE CHOICES</p> <ul style="list-style-type: none"> • 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 	<p>CONSTRUCTION/DESIGN MANAGEMENT</p> <ul style="list-style-type: none"> • Monitor space design and construction • Manage "punch list" <p>TENANT MOVE</p> <ul style="list-style-type: none"> • Oversee equipment and furniture installation
<p>LEASE NEGOTIATIONS</p> <ul style="list-style-type: none"> • Negotiate terms • Letter of intent • Oversee space plans • Lease execution • Construction cost estimates 	<p>DISPOSITION OF REAL ESTATE</p>