



The ABC's of Leasing Office Space by Bart Wise

Considering leasing new office space or moving from an existing office suite? If so, here are five points to consider when asking a broker to help you find a new office location:

1. Give yourself enough **time** – it is to your advantage to start your search no less than 3 months prior to needing the space or from your lease expiration date. A search starting more than 6 months prior to needing the space or your move date is only necessary if your specifications are unusual or difficult to satisfy.
2. **Location** –Do you want your office located on the busiest corridor or in a quiet office park? What side of town? Near a freeway interchange?
3. Understand your **specifications** - be prepared to tell your broker how many square feet (within 20%) that you think you will need. It will help if you can describe your preferred office layout, ie. how many enclosed offices, conference room sizes, how many cubicle type offices, reception area, copy/fax room size.
4. **Special** requests – let your broker know if there are unusual specifications that you are hoping to find with your new office. Technology requirements, certain number of offices or windows, first floor versus upper floors, or street signage requirements will help the broker to concentrate only on buildings that offer these specifications.
5. **Economic** priorities – who wouldn't like to rent a Class A office suite, on a flexible short term lease, with plush leasehold improvement upgrades, at a rock bottom rental rate? In most cases the economic factors are a matter of give and take – if you want low rent you might have to live with more spartan suite finishes – but if you can sign a long term lease, you might get that class A location.

The better you understand your company's needs, the better you are able to equip your broker to find the optimal office location. If you are considering a new location, call a broker at Swisher Commercial. We are eager to help, 734-663-0501.