



REAL ESTATE CHECK-UP

LEASING SERVICES

INTRODUCTION

The leasing “Real Estate Check-Up” provides an in depth perspective and economic & functional evaluation of the company’s lease and leasehold space. The comprehensive review includes:

- An economic snapshot, overview, and market comparison of the active lease;
- A review of how well the leasehold space and building are meeting the organization’s objectives and requirements today as well as the anticipated future;
- Conclusions, custom strategies & options introduced and discussed.

LEASE REVIEW AND ABSTRACT OF BUSINESS CLAUSES

- Economics of rent, added rent, and escalations
- Useable and rentable square feet of space
- Lease expiration date
- Tenant options
- Landlord options
- Exit provisions
- Landlord/Tenant responsibilities
- Required approvals on business sale or assignments



ECONOMIC SNAPSHOT & MARKET OPTION ANALYSIS

- Rent and added rent “all in” calculations
- Lease rent vs. market rent comparison opinion



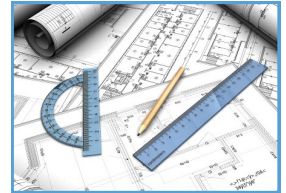


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SPACE SIZE & CONFIGURATION EVALUATION

- Evaluation of current space size and allotments
- 'Right-Sizing' exercise to identify today's ideal space size and allotments
- Discussion of potential future expansions or contractions



CURRENT BUILDING & PREMISES EVALUATION

- Building image
- Quality of building common areas (inside and out)
- Location/visibility of building and space
- Ability to grow or contract
- Size of building
- Building shortcomings and hardships
- Synergies with landlord and other tenants
- Current vacancies and marketing terms
- Quality of finishes to Tenant's space
- Amenities at building, amenities at location
- Parking availability & convenience



CONCLUSIONS, POTENTIAL OPTIONS, AND STRATEGIES

- 'Real Estate Check Up' conclusions and review
- Discussion of Company objectives and requirements
- General lease negotiation strategies and tips
- Recommendations, options, strategies, and timelines

