

Leasing Process Checklist



This checklist covers the leasing process from the perspective of business owners in tangible checklist form for you to better keep track of each step. Note, this checklist is assuming you have hired a commercial real estate agent.

	Determine Requirement Sign an Exclusive Tenant Listing (ETL) with your agent; conduct a needs analysis to draft a space requirement.
	Review Market Agent creates market survey of the available properties; you'll review select your favorites to tour.
	Select Lender Interview and choose the best lender to receive pre-approval for financing.
	Draft Offers After property tours, pick top 2-4 for agent to submit Request For Proposal (RFP)/Letter Of Intent (LOI) for each.
	Hire Architect and General Contractor (GC) Hire an architect to draft test fits and a GC to create construction estimates based on those plans.
	Negotiate Offers Negotiate offers on top properties to receive best deal at each; sign the option(s) you'd like to proceed with.
	Select Real Estate Attorney Interview and hire a real estate attorney to review the lease(s).
	Negotiate Lease(s) Attorney to negotiate lease(s) with landlord(s); this requires several rounds until a final lease is ready to sign.
	Execute Lease Sign lease; pay security deposit. Landlord will sign lease last.
	Kick-Off Construction GC will finalize the construction budget, pull permits, and order construction materials.
	Select Furniture & Equipment Frequent meetings with GC and architect for updates; meet with other vendors for furniture and equipment.
	Move-In Final walk-through, get Certificate Of Occupancy (COO), set up furniture/equipment, and receive the keys.