



HOUSTON REALTY ADVISORS, INC.

Our Process of Acquiring Space

The process of leasing, renewing or purchasing real estate can be complex. Whether a new site or a lease renewal, it is **absolutely critical to start early** and allow ample time in order to have a position of strength with the Landlord. We strongly suggest having the lease documentation finalized at least 6 months in advance of the lease deadline.

Houston Realty Advisors utilizes a thorough, multi-step approach to ensure that no detail is overlooked, and your critical dates and deadlines are met.

A brief summary of our 42 step process includes the following:

Plan Up to 1 month	Research 1-2 months	Due Diligence 2-3 months	Documentation 1-3 months	Construction / Move In 2 to 5 months
Assemble Team Define Project Initial Financial Feasibility Study Complete Space Program	Present Market Alternatives Determine Primary & Secondary Alternatives Tour Properties Solicit Proposals from Short-Listed Properties Test-Fit Short-Listed Properties	Review & Analyze Proposals Prepare & Review Comparative Financial Analysis Negotiate "Best and Finals" Negotiate Detailed Letter of Intent Negotiate Tenant Work-Letter Execute Letter of Intent	Verify Business Terms Confirm Space Plan & Tenant work-letter Coordinate Legal Review Finalize Construction Drawings and Budgets Execute Lease	Project Manager Coordinates Construction Furniture Installation IT Coordination Punch-List Items