

2.0 Market search and shortlist

2.1	Prepare and issue expression of interest (EOI) to the market
	Market search and shortlist
2.2	Review submissions and develop a preliminary shortlist
2.3	Shortlist review
2.4	Inspect premises shortlisted

3.0 Evaluation and analysis

3.1	Seek proposals on preferred options
3.2	Financial analysis of offers
	Landlord contributions
	Leasing incentives
	Leasing incentives and tax
3.3	Comparative analysis of commercial terms
	Market rent review
3.4	Due diligence/building review
	The building certifier check
	Quantity surveying due diligence report
	The tenant adviser check
	Electrical engineer check
3.5	Test fit planning
3.6	Preferred premises selected with back-up options identified

4.0 Negotiations and heads of agreement

4.1	Undertake negotiations on preferred option and secondary options
4.2	Achieve commercial terms, lease flexibility and other lease obligations
	Outgoing recoveries
	Tenant and landlord perspectives
4.3	Ongoing financial and comparative analysis
4.4	Conclude HOA at preferred location
4.5	Request lease preparation
4.6	Business case preparation and approval
4.7	Assist legal counsel with commercial review of the lease
	Commercial review of the lease
4.8	Finalise lease documentation

5.0 Exit obligations

5.1	Review lease and agree scope of works with lessor
	Commercial and industrial tenancy exit obligations
5.2	Source quotes to comply with scope of works
5.3	Negotiate with lessor to finalise/appoint contractor