Industrial Tenant Representation Process Checklist

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| **Task** | **Advisor Responsibility** | **Client Responsibility** | **Tools and Documents** |
| **Phase 1: Plan** |
| 1 – Needs Analysis | Interview Client to Determine Amount and Nature of Space Needs | Provide Input to Advisor’s Needs Analysis | Industrial Space Services Request |
| 2 – RepresentationAgreement | Draft Representation Agreement | Execute Representation Agreement | Tenant RepresentationAgreement |
| **Phase 2: Search** |
| 1 – Market Analysis | Prepare Market Overview and Review with Client | Review Market Overview and Authorize Search | Industrial Market Overview |
| \*2 – Long List | Prepare Long-List Alternatives | Review Long ListSelect Short-List Candidates | Long-List Summary |
| 3 – Short List | Prepare Short-List AlternativesComparable Industrial Lease DataConduct Properties TourConfer with Client | Review Short-List CompsAttend Properties TourSelect Building(s) to Send RFPs | Short-List SummaryComparable Industrial Lease SummaryProperty Tour Notes Template |
| 4 – RFPs/Offers | Prepare Request for Proposals/Offers and Review with ClientSend Out RFPsAnalyze ResponsesReview with Client | Review RFPs/Offers for ContentReview ResponsesSelect Building(s) for Space Planning | RFP form, OTL FormFinancial Analysis Program (selected by advisor)Comparison of Landlord Proposals |
| \*5 – Space Planning,Construction Estimates | Meet with Client and Landlord’s Space PlannersAnalyze CostsReview Results with Client | Meet with Space PlannersReview Revised Analysis with AdvisorSelect Target Building(s) | Financial Analysis ProgramComparison of Landlord Proposals |
| **Phase 3: Acquire** |
| 1 – Negotiate Terms | Conduct Negotiations on Behalf of ClientAnalysis as Negotiations ProceedPrepare Letter of IntentDeliver LOI to Selected Landlord | Participate in Negotiations (as necessary)Review AnalysisExecute Letter of Intent | Comparison of Landlord ProposalsFinancial Analysis ProgramLetter of Intent Form |
| 2 – Negotiate Lease | Receive Draft Landlord’s Lease PackageReview with ClientConduct Negotiations of Business TermsDeliver Executed Lease to LandlordFinal Lease to Client | Participate in Negotia­tions, as NecessaryReview Lease DocumentsInvolve Legal CounselExecute Lease | Landlord’s Lease Package |
| **Phase 4: Occupy** |
| \*1 – Working Drawings & Tenant Construction | Coordinate Client Review of Working Drawings (as applicable)Periodic Visual Inspection of Construction Progress (as applicable) | Approve Working Draw­ings (as necessary)Review Construction Progress Form with Advisor (as necessary)Perform Visual Inspection (as necessary) | Construction Progress Report Form |
| \*2 – Punch List | Accompany Client on Walk-Through of Completed Space | Make Walk-Through of Completed SpaceAccept, Accept with Exceptions, or Reject Space | Tenant Construction Punch List Notes (as applicable) |
| 3 – Tenant Move-In | Minimal (if any) | Manage Move-In |  |
| **Phase 5: Follow-Up** |
| 1 – Review | Submit Post Assignment Evaluation to ClientReview Client FeedbackTake Corrective Action as Needed | Complete and Return Post-Assignment Evaluation | Post-Assignment Evaluation Form |
| \*2 – Lease Abstract | Provide Client with Lease Abstract or Summary (as appropriate) | Perform Lease Abstract or Receive from Advisor | Short Form Lease Abstract |
| 3 – Follow-Up | Notify Client of Pending Key Dates (as appropriate) | Act on Advisor’s Notifica­tions (as necessary) |  |

**\*** The steps noted with an asterisk may be eliminated or scaled back for smaller and/or “fast-track” assignments.