



At its best, moving is an exciting process. At its worst, it's a logistical nightmare fraught with long days, sleepless nights and endless transaction details. The Vanguard Commercial Group was established to provide the highest quality corporate real estate services available by offering comprehensive, cost effective brokerage and relocation services. Our senior brokers have over sixty years of experience in representing companies in a wide array of industries, and we have the ability to know the good deals from the bad ones and how get the principals to agree on the right ones. In addition to saving your company time and money, we give you something at least as important: **PEACE OF MIND.**

The Vanguard Way

We will help you establish your critical needs list and implement the process from market analysis to lease negotiation and move-in, keeping you completely informed

so you can make the necessary decisions to maintain your "comfort zone". The good news is that **the landlord pays Vanguard's fees.**

Our Tenant Representation Services include:

- **Needs Analysis** We will help you determine the best location for your facility, how much space you need now and in the future, and the optimum layout of the space.
- **Critical Timeline Development** We will help you develop a schedule to avoid costly delays and errors.
- **Market Analysis** Through our computerized database we can provide you with the most up-to-date information on available space and market conditions.
- **Building Comparison** We will review all buildings with you, help you select candidate buildings, set building tours and establish your final proposal candidates.
- **Proposal/Financial Analysis** We will solicit proposals and analyze each with our state-of-the-art software programs to ensure a clear comparison of financial terms, and suggest creative counter-proposal strategies.
- **Selection and Negotiation** As we establish final candidate buildings, we will coordinate space planning and solicit lease documents. Our extensive negotiating experience, combined with legal input from your attorney, ensures that your requirements and needs are met or exceeded.
- **Move-in** Our extensive network of strategic alliance partners and related service providers help make your move a smooth process.
- **Lease Monitoring** Once your are in your space, we will monitor your lease to keep you abreast of options and notice periods.



The Vanguard Commercial Group
www.vanguardcres.com

Facilities Analysis

In analyzing your space needs, Vanguard will help you ascertain the optimum strategy. Should you own or lease? Should you build a building to suit your specific needs?

Should you move at all? **For many of our clients, we negotiate the renewal and/or expansion of their existing lease.**

Some Questions To Answer...

Timing

- When does your lease expire?
- When do you need an expansion – or contraction?
- What are the notification periods contained in your renewal option?

Location

- Should you be located near your clients, employees or the competition?
- What corporate image will your address convey?

Physical Space

- Is your current space configuration the most efficient layout for your business?
- What are your technological needs?

Economic

- You've been offered everything from free rent to above standard improvements to parking rate discounts. How do you make an accurate comparison? How much is enough? At what rental rate?
- Does the Landlord expect you to pay a portion of the improvements?
- Which building operating expenses should *not* be yours to pay?
- If you remain in your space after your lease has expired, what is the payment penalty?

Corporate Services

Corporations with multiple locations across the country and around the world are realizing that maintaining an in-house real estate department can be an extremely costly and inefficient method of developing and managing their real estate portfolio. Most companies end up employing local brokers in each market anyway.

Vanguard has a better solution. Our experienced professionals focus on controlling costs, improving efficiencies and managing the real estate. Our vision is simple: We provide top quality service and start-to-finish solutions through a single point of contact, by handling transactions and managing portfolios; resulting in optimum lease or ownership terms with significant cost reductions to you.

Landlord agents have a legal and fiduciary responsibility to represent the Landlord's interests; you need professional representation and protection on your side.

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