

# Tenant Representation Services

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**T**he Vanguard Commercial Group will **save you time and money** while making the task of relocating your office space or renegotiating your existing lease **smoother, simpler and less disruptive to your ongoing business**. We'll analyze your needs and spearhead the entire process **from market research through negotiation, construction and move-in**, providing you with the critical information and alternatives that will enable you to make the optimal real estate decisions. Since this process results in a lease that enhances the value of the building **the Landlord pays Vanguard Commercial Group's fees**.

Following are some of the **Tenant Representation Services** provided by The Vanguard Commercial Group.

- ! **Needs Analysis** - We'll help determine exactly how much space you actually need now and for the future, how it should be configured and any special needs in areas such as electrical, LAN, HVAC or finishes.
- ! **Critical Timeline Development** - Key decision dates to keep the process moving and avoid getting caught in a time crunch at the end where mistakes can be costly.
- ! **Market Research** - Using our computerized property database we will seek out every available space that meets your physical and locational needs and give you the comparative information necessary to narrow your selection.
- ! **RFP Drafting and Proposal Acquisition** - Our Request For Proposal will accurately address all of your requirements and preferences. This will enable us, once the proposals are received, to quickly narrow our selection of properties.
- ! **Comprehensive Financial Analysis of Proposals** - Our state of the art financial analysis will not only provide a clear comparison of financial terms, it will also assist in suggesting creative counter-proposals and provide a budgeting schedule for the entire lease term.

- ! **Lease Negotiations** - Our deep experience in this area enables us to develop creative solutions in order to best meet your requirements and concerns.
  
- ! **Construction Monitoring** - Our extensive experience in this area will insure that the construction process will be smooth, on time and in budget.
  
- ! **Move-in Coordination** - Through our strategic alliances with related services providers we can assist you in every detail of the frustrating process of moving.
  
- ! **Ongoing Lease Monitoring** - We'll keep you aware of critical option dates, analyze billing statements from the landlord and monitor your changing needs. We will be available to assist you in every aspect of your lease.

## The Vanguard Commercial Group

Service, Experience, Market  
Knowledge, Technology