



## RELOCATION PROCESS

No matter what size your organisation is, the relocation process involves planning and milestones that qualify the point in time by which decisions need to be made. The chart below provides an example of the process and the time allocation.

	Area of Approx. 250m <sup>2</sup>		Area of Approx. 1,000m <sup>2</sup>	
	Indicative Time Period (Weeks)			
	From	To	From	To
<p><b>Determine Critical Dates/Issues of Existing Lease:</b></p> <ul style="list-style-type: none"> <li>✚ What is notification date for taking up Option Period?</li> <li>✚ What is Termination Date?</li> <li>✚ What are obligations for Make Good at existing premises?</li> </ul>	2	4	4	8
<p><b>Identify Decision Makers:</b></p> <ul style="list-style-type: none"> <li>✚ Who is going to make the final decision?</li> <li>✚ Who is going to assist the final decision makers to make that decision? – form a relocation committee.</li> </ul>				
<p><b>Relocation Committee Members To:</b></p> <ul style="list-style-type: none"> <li>✚ Choose a leasing agent or tenant representative.</li> <li>✚ Define premises requirements. This may necessitate generating questionnaires for key decision makers and staff to define:               <ul style="list-style-type: none"> <li>▪ business objective for growth of size and type of operations during the forthcoming period,</li> <li>▪ staff preferences for geographical location, type of premises, accessibility to public transport and other community services</li> </ul> </li> <li>✚ Collate information obtained to identify critical factors and build a premises requirement specification.</li> <li>✚ Assess DA approval requirements.</li> <li>✚ Identify Fitout Designers if required.</li> </ul>	2	6	8	16



<p><b>Inspection of Market:</b></p> <ul style="list-style-type: none"> <li>✦ Get to know the market, ask questions of your leasing agent and tenant representative.</li> <li>✦ Inspect premises.</li> <li>✦ Assess suitability of premises and re-define your specifications if necessary.</li> </ul>	<p><b>4          6          8          16</b></p>
<p><b>Collection and Analysis of Proposals, Submit Offers, Negotiate:</b></p> <ul style="list-style-type: none"> <li>✦ Request proposals from suitable premises.</li> <li>✦ Prepare comparison of physical attributes of each property.</li> <li>✦ Prepare financial analysis and cash flows of each proposal, taking into account estimated fitout costs and make good obligations.</li> <li>✦ Issue Offers on at least two premises, factoring in current market and incentive opportunities.</li> <li>✦ Negotiation leading to sign off of Heads of Agreement, and instruction of solicitors.</li> </ul>	<p><b>4          8          8          12</b></p>
<p><b>Final Completion and Fitout:</b></p> <ul style="list-style-type: none"> <li>✦ Liaison between Lessor's and Lessee's solicitors to finalise lease documentation for execution.</li> <li>✦ Arrange for security, usually Bank Guarantee.</li> <li>✦ Instruct Fitout Designers and lodge DA applications if necessary.</li> <li>✦ Relocation planning.</li> <li>✦ Fitout construction.</li> <li>✦ Make Good at existing premises.</li> </ul>	<p><b>8          8          12          20</b></p>