

1

9-12 months prior to move

- a. Appoint in-house person to handle the process
- b. Review current lease and terms related to notice, options and restoration
- c. Determine employee count at move and at future expiration (for growth)
- d. Engage tenant representative to discuss new facility requirements and market



2

8-9 months prior to move

- a. Inventory current and required furniture, phone and data infrastructure
- b. Engage furniture vendor if necessary
- c. Tour market

3

6-7 months prior to move

- a. Begin process of narrowing options
- b. Prepare and submit request for proposals to prospective landlords
 - i. Qualify Landlords given your specific requirements
 - ii. Analyze financial aspects of the various locations
- c. Engage architect and/or designer
 - i. Prepare test fit space plan if applicable
 - ii. Solicit budget construction bids for necessary tenant improvements



4

5-6 months prior to move

- a. Submit and negotiate letter of intent
- b. Engage your real estate attorney for review of the lease

5

4-5 months prior to move

- a. Review and sign lease
- b. Notify current landlord and vendors
- c. Order furniture



6

3-4 months prior to move

- a. Finalize space plan and design
- b. Bid construction necessary for tenant improvements
- c. Submit for construction permits



7

2-3 months prior to move

- a. Begin construction of tenant improvements
- b. Engage phone and data vendors to prepare bids

8

1-2 months prior to move

- a. Engage vendors including mover, sign company and others

9

2-4 weeks

- a. Submit for occupancy permit if required
- b. Prepare final construction punchlist

10

2 weeks

- a. Gain access to space for installation of furniture, fixtures, cabling and equipment
- b. Final walkthrough with owner and contractor upon completion of construction
- c. Label furniture and equipment at current office in preparation for move
- d. Assign and label offices at new location



11

1 week

- a. Begin packing for move from current location
- b. Implement move day processes

12

Move Offices!



TRA

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*Suggested timeframe is for a typical 3,000-10,000 SF office tenant. Smaller or larger tenants should adjust timing accordingly.