

HIRC

The High-Risers Club

2.6.2024 – Representing the Landlord

Coach Jeff Wright

Welcome

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Does anyone have anything great to share personally or professionally?



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Podcast

Tune in wherever you get your podcasts!

- **Last Week: Triple Net Lease - Key Takeaways & Components**
- **This Week: Lease Guarantee and Due Diligence on a Prospective Tenant**

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Representing the Landlord

Representing the Landlord

1. Tour the property

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2. Determine what the landlord is trying to accomplish

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3. Sign an Exclusive Right to Lease Listing Agreement

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4. To fully understand value, a CMA should also be prepared. Search CoStar, LoopNet, CREXI and MLS, for sold, active, under deposit and expired lease data.

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5. Pull the municipal building field/tax card for additional information.

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6. Prepare a success marketing plan for the landlord.

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7. Prepare marketing materials.

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8. Receive a Letter of Intent. Occasionally, the listing agent can submit a proposal based on the tenant's requirements. If both parties choose to engage, the terms of the Letter of Intent will be negotiated at this point

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9. Execute a lease. The execution stage will include additional negotiation. The major difference in this stage of negotiations is that attorneys are usually involved at this point.

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10. Tenant financing process starts, if required.

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11. Fit out begins, if required.

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12. CO issued, if required.

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13. You get paid.

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1. Ownership

- a. Confirm ownership of the property
- b. Confirm the exact name of the title holder of record

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2. Organizational documents
 - a. Resolution approving the lease
 - b. Authority of the signatory to sign lease

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3. Standard lease document (review in advance)
 - a. Building size
 - b. Leased premise address/unit numbers
 - c. Leased premise size
 - Usable size
 - Rentable size
 - d. Core factor
 - e. Asking rent
 - f. Base rent
 - g. CAM charges
 - h. Taxes
 - i. Insurance

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- 4. Lease type
 - a. Triple Net (NNN)
 - b. Gross
 - c. Modified Gross

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5. Escalations

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6. Utilities – who is responsible:

a. Electric

b. Heat

c. Water

d. Any particular time utilities not available to the space?

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- 7. Janitorial services
 - a. Included/Not included

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8. Base term of lease

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9. Renewal Options

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10. Tenant fit-up allowance

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- 11. Building plans
 - a. Unit plans

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12. Site plans

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13. Parking

- a. Reserved spaces included
- b. Unreserved spaces

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- 14. Signage
 - a. Exterior Signage
 - b. Interior Signage

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15. Permitted use
 - a. Exclusivity provided
 - b. Approvals to be obtained

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16. Commencement date

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17. Rent commencement date

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18. Free rent

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19. Assignment and sublease

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20. Building access and hours of operation

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- 21. Security deposit
 - a. Number of months

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22. Building amenities

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23. Termination clause

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24. Repairs – who is responsible?

- a. Mechanicals
- b. Structure
- c. Roof
- d. Snow Removal
- e. Landscaping

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25. Additional expenses

- a. Any other expenses tenant would be expected to pay that have not been covered.

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26. Guarantor required
a Y/N

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27. Storage

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28. Building Security

Landlord/Tenant Checklist of Questions

1. Ownership
2. Organizational Documents
3. Standard Lease Documents
4. Lease Type
5. Escalations
6. Utilities – Who is responsible?
7. Janitorial Services
8. Base Term of Lease
9. Renewal Options
10. Tenant fit-up allowance
11. Building Plans
12. Site Plans
13. Parking
14. Signage
15. Permitted Use
16. Commencement Date
17. Rent Commencement Date
18. Free Rent
19. Assignment and Sublease
20. Building access and hours of operation
21. Security Deposit
22. Building Amenities
23. Termination Clause
24. Repairs – who is responsible?
25. Additional expenses
26. Guarantor Required
27. Storage
28. Building Security

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Next Session

Representing the Landlord – Continued

Tuesday, February 13th, 2024
@ Noon Eastern

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