



MOVING TIMELINE

Approximate Date of Move / /

9 Months Out

- _____ Assign Point Person for Move
- _____ Check Existing Lease for Contract Exit
- _____ Determine Office Space Needs
- _____ Interview and Hire Tenant Rep Broker
- _____ Create a Budget for the Move

8 Months Out

- _____ Review & Inspect Potential Properties with Broker
- _____ Shortlist Potential Properties
- _____ Interview and Hire Commercial Real Estate Lawyer

7 Months Out

- _____ Submit an Offer on Chosen Property
- _____ Draft Lease Terms
- _____ Finalize and Sign Lease
- _____ Hire General Contractors (Architects, Space Planners, Office Build Out)
- _____ View Space with General Contractors
- _____ Receive Proposal from General Contractors
- _____ Make Inventory of Existing Furniture and Equipment
- _____ Assess Furniture and Equipment Needs
- _____ Make List of Furniture Needs and Requirements
- _____ Approve and Sign-off on Build-out and Design (Property must be contractually secured b
- _____ Request Estimated Move-In Date from Contractor

6 Months Out

- _____ Buildout Begins - **INSPECT SITE WEEKLY**
- _____ Hire Telecom and IT Services for Move and Equipment (if applicable)
- _____ Coordinate with General Contractors, Telecom, IT, and Cabling for Office Needs

3 Months Out

- _____ Order any/all hardware and software (Telecom, PCs, etc.)
- _____ Update List of Current Vendors, Customers, Clients, Etc

2 Months Out

- _____ Hire Moving Company
- _____ **Confirm Move Date with General Contractor**

1 Month Out

- _____ Dispose of Items Not Needed at New Location
- _____ Arrange for Off-Site Storage, if applicable
- _____ **Confirm Move Date with General Contractor**
- _____ Take Office Inventory
- _____ Notify Current Vendors, Customers, Clients, Etc of New Address & Contact Details
- _____ Update Marketing Materials, Stationary, Business Cards, Etc
- _____ Arrange for Mail Forwarding

2 Weeks Out

- _____ Order any/all Keys Needed
- _____ Verify All Communication Services To Be "Live" on Move-In Day
- _____ Notify Utility Companies for Shut-off dates in Current Space
- _____ Forward Phones if Necessary
- _____ Confirm Time with Moving Company

1 Week Out

- _____ Get Boxes from Moving Company
- _____ Begin Packing and Mark Boxes

After Move

Schedule OPEN HOUSE

NOTES