



5 Tips to Finding Space & Signing a Lease

1

MEET A WORKPLACE STRATEGIST

Before you meet a broker, it's important that a workplace strategist analyzes your existing workplace and identifies the real estate requirements that will meet your needs and goals.

2

NEGOTIATE A TENANT IMPROVEMENT ALLOWANCE

A Tenant Improvement Allowance can give you a good amount of money from the landlord to be used towards your new workplace.

3

ANALYZE LOCATION

Understand the locations and commute styles of your team and your target talent in order to identify ideal workplace locations. You should also determine the potential for expansion within the building.

4

CONSIDER AMENITIES

What amenities are important to your team? Special features like a café or gym can excite employees about the workplace and help attract new talent.

5

ACT QUICKLY & EARLY

It takes time to search for space and sign a lease. The size of the space and the amount of work needed to be done will impact your move-in schedule. The earlier you act, the better!

Formcraft **designs and builds** workplaces for the **future of work**. Contact us for a consultation.