

## **A Free Guide to Commercial Property Relocation**

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**A useful guide to making the right property choice for your business;  
providing an insight into the process of acquiring a commercial property.**

## RELOCATION GUIDE

Make sure your chosen property ticks all your boxes!

Compare properties for your business, and just remember if it doesn't tick your boxes, then ask yourself - is this the right property.

### What do we Need? What do we want?

Before embarking on viewings of properties and trying to work out the properties that work and the ones that don't – ask these simple questions? It will save you time.

- **Type** Industrial / Office / Retail / Other
- **Location** Motorway junction / specific town / telephone code
- **Size** Measure what you have now, which areas need more/less space.
- **Age** Traditional / Modern / Brand New
- **Spec** Air conditioning / eaves height etc
- **Tenure** Buy or Lease
- **Green** Environmentally friendly
- **Timing** It nearly always takes longer to relocate than expected.
- **Budget** Can the business afford it / afford not too.
- **Other** Make a list / draw a plan

Although this is a simple list to get you thinking about the way your business uses property.

Make a list or even draw a plan of what you would like. If necessary split the answers into Needs (essential) and Wants (the nice to have extras)

Do you want a leasehold or freehold, and what are the benefits? The choice is primarily down to the use of capital. For most companies the first priority for capital is the business not the property, hence leasing a property becomes the obvious choice for many as it requires less capital. However occupying a property on a freehold basis gives you more control.

Relocating a business is full of questions and answers, problems and solutions. It may be worth considering appointing a project manager or nominating a staff relocation champion to help with the relocation issues and ensure that valuable key staff do not have their time diverted away from core business.

## PROPERTY CHECKLIST

A helpful checklist of just some of the things you need to consider. That will enable you to compare properties and ensure you make the right choice.

### Location Checklist

Property is all about *Location, Location, Location*.

Customers, suppliers and staff that can get to your property easily - will be happier!

- |   |     |    |
|---|-----|----|
| ➤ Is it close enough to your market place?                      | Yes | No |
| ➤ Is it secure for staff walking after dark?                    | Yes | No |
| ➤ How far to the nearest train station? Frequency of services?  | Yes | No |
| ➤ How far to the nearest bus stop? Frequency of services?       | Yes | No |
| ➤ How far to the nearest airport?                               | Yes | No |
| ➤ How far to the motorway?                                      | Yes | No |
| ➤ Local taxis?  | Yes | No |
| ➤ The commute?  | Yes | No |
| ➤ Traffic patterns at peak times?                               | Yes | No |
| ➤ Is there somewhere nearby to entertain customers / clients?   | Yes | No |
| ➤ Hotel nearby?   | Yes | No |
| ➤ Is there somewhere staff can get lunch?                       | Yes | No |
| ➤ Is there a gym/shops nearby for staff lunchtime / after work? | Yes | No |
| ➤ Is there a post office nearby?                                | Yes | No |
| ➤ Is there a bank nearby?                                       | Yes | No |
| ➤ Is there a pharmacy nearby?                                   | Yes | No |
| ➤ What is the reputation of the area?                           | Yes | No |
| ➤ Local suppliers?  | Yes | No |
| ➤ Broadband Capacity  | Yes | No |
| ➤ Labour pool?  | Yes | No |
| ➤ Neighbours?   | Yes | No |

## Size Checklist

Relocating is a time consuming, potentially disruptive and expensive cost and therefore you do not want to be undertaking it on a regular basis, therefore make sure the property is adequate for your needs now and into the future.

As a rough guide you should allow office workspaces as follows, remembering any growth.

- 1.) Standard office space: 70sq ft per person
- 2.) Generous office space: 100sq ft per person
- 3.) Managers office: 100sq ft
- 4.) Meeting room for 4 100 sq ft
- 5.) Meeting room for 8 200sq ft
- 6.) Kitchenette 100sq ft
- 7.) Others – stores / server room / staff room etc

Extra space can provide useful growth space, but it comes at a cost – how much extra space do you need – make it realistic.

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|--|-----|----|
| ➤ Does the property offer the space we need? | Yes | No |
| ➤ Critical dimensions?                       | Yes | No |
| ➤ Enough extra space to grow?                | Yes | No |
| ➤ Building Expansion?                        | Yes | No |
| ➤ Home Working or Hot Desking?               | Yes | No |
| ➤ Flexibility of space / is it adaptable?    | Yes | No |

## Specification Checklist

The specification of the property has to be right or it will cost your bottom line.

➤ Does the appearance of the property reflect the business	Yes	No
➤ Adequate Signage	Yes	No
➤ Health & Safety	Yes	No
➤ Air Conditioning	Yes	No
➤ VDU Lighting	Yes	No
➤ Suitable IT Cabling	Yes	No
➤ Suitable Comms Cabling	Yes	No
➤ Car Parking	Yes	No
➤ Lift	Yes	No
➤ DDA Compliant	Yes	No
➤ Shower	Yes	No
➤ Cycle Parking	Yes	No
➤ Appropriate Decoration	Yes	No
➤ Green benefits – solar panels etc	Yes	No
➤ Kitchen / staff room	Yes	No
➤ Loading Doors	Yes	No
➤ Yard / Loading area	Yes	No
➤ Other		

## **FREEHOLD – The Process of Acquiring a Freehold Property**

- Undertake a search for suitable property meeting your requirements
- View all suitable properties meeting your requirement
- Narrow the search to your selected property (sometimes there is only 1 property)
- Decide what you can afford / how you are going to fund the purchase
- Put forward an offer to the agent this will need proof of funding
- Letter from bank to be provided or a guarantee etc.
- If the offer is accepted the agent will then draft Heads of Terms of Agreement
- The Heads of Terms of Agreement will identify the property, the price being paid and the parties involved including the solicitors contact details.
- Bank valuation may be required at this stage if borrowing/mortgaging
- Building survey recommended
- Solicitors are instructed.
- The vendors solicitor will then send out a sale contract
- The vendors solicitor will also provide replies to enquiries.
- The purchaser's solicitors will undertake searches.
- Exchange of contract (normally payment of a 10% deposit)
- Completion of contract
- Arrange to collect keys / Read the meter
  
- Begin fit out works
- Removals / IT / Comms
- Move In

## LEASEHOLD – The Process of Acquiring a Leasehold Property

- Undertake a search for suitable property meeting your requirements
- View all suitable properties meeting your requirement
- Narrow the search to your selected property (sometimes there is only 1 property)
- Decide what you can afford
- Put forward an offer to the agent this will need proof of funding
- Letter from bank to be provided or a guarantee etc.
- If the offer is accepted the agent will then draft Heads of Terms of Agreement
- The Heads of Terms of Agreement will outline the agreed terms of the transaction; by identifying the property, the rent being paid and the obligations and liabilities of both parties and contact details of those involved including the solicitors contact details.

Rent

Rent Review Pattern

Type of Rent Review

Incentives

Term

Rights & Obligations

Assignment & Subletting

Service Charge

Repair

Alterations

Use

Insurance

- A condition survey may be required at this stage depending on terms agreed.
- Solicitors are instructed.
- The Landlords solicitor will then send out a lease
- The Tenants solicitor will send out enquiries and searches.
- Exchange of contract (normally payment of a 10% deposit)
- Completion of contract
- Arrange to collect keys / read the meter
- Begin fit out works
- Removals / IT / Comms
- Move In