

Moving Office 101

8 simple steps and how long it will take before you can move in!

12 hours

1

Understanding requirement



Understanding a few basic requirements (ie. size, budget, location, timing, etc.) can go a long way to finding the most ideal space.

2

Proposal with presentation and explanation



3

Site visit



We can provide transportation to all the proposed premises as well!

1 to 2 weeks

6

Negotiate rental terms



5

Location comparison and SWOT analysis



After shortlisting several premises, we shall prepare a comparison chart with all the relevant info and commercial terms.

4

Recommendation of relevant expertise



Through our years of experience, we have amassed closed ties with many industry experts that can provide a wide array of solutions to cater to each of your specific business needs. (ie. legal, renovation, designer, loan, internet, and many more)

1 to 4 weeks

7

Review tenancy agreement



8

Vacant possession and renovation



4 to 8 weeks



Move In



Estimated timeline: 3 to 8 weeks to secure tenancy and further 4 to 8 weeks for renovation.