



## How to Get Started

Clients interested in our services should follow the **3 Step process** below, review the information and fill out our online form or mail/fax our printable form.

### Step 1

#### Client Profile - Read, Fill-out Online Form, Submit to us.

By filling out our simple, easy to read [online form](#), The Schenk Company, Inc. will be able to identify your Goals and set a plan into action. Or Print and mail/fax to us. [Printable Version](#)

### Step 2

#### How long the process takes?

Familiarize yourself with the Timeline for Deal Process.

The Schenk Company, Inc. will work closely with you, the client, to insure the transition runs smoothly, easily, and efficiently in order to achieve your goals in a timely manner.

#### "Timeline for Deal Process."

[Click here](#) to familiarize yourself with the steps to purchase a site.

Then take a look at the Site Specification Overview by [clicking here](#).

[Click here](#) to review The Leasing Process and then [Click here](#) for Timing.

[Click here](#) to review The Factors Influencing Design.

#### Review Articles by Gregory P. Schenk, SIOR

[Tenant Representation](#)

[Top Ten Lease Negotiation and Site Selection Mistakes](#)

### Step 3

#### Company Agency Disclosure Form - Read, print, sign, and return to us.

By exclusively representing Buyers and Tenants, you can be sure that your interests will be first priority in any work that we do for you. Please take time to read our [Company Agency Disclosure Form](#) for the specifics of how we put the Buyer and Tenant first.

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In order to better serve you our client, please fill out our detailed form to inform us of your company's current needs and goals. Then mail or fax it to us at the address/fax number below. One of our commercial property experts will contact you by phone or e-mail promptly. If you have any questions, don't hesitate to call our office.

## Part 1: Company Info

Name:

Company:

Title:

Address:

City, State, Zip:

Fax:

E-mail:

Product Type:

Checkmark (✓) the product you're interested in.

Current Needs:

Checkmark (✓) the services you're interested in.

Office  Industrial  Flex  Retail

Investment

Acquiring commercial property

Acquiring commercial property

Leasing commercial property

Commercial real estate consulting services

Consulting Services

Project Management Services

Build-to-suit

Investment property acquisition

Other

Desired Property Location:

(City, State)

## Part 2: Company Profile

In order to for The Schenk Company Inc. to better analyze your current goals, please fill out in detail your Vision and your Company Profile below.

Square Feet Needed:

Personnel Count:

Parking Needs:

Space Usage:

Location Preference:

Please give North, South, East,  
and West Boundaries.

Base Lease Term: (How long do you want the lease?)

Please checkmark (✓) your choice(s).

3  5  7  10 years  Sublease

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## Part 2: Company Profile cont.

Desired Occupancy Date:  
Existing Lease Expiration:  
Existing Square Footage:  
Existing Rental:

Rate/Square Foot:

Dollars/Month:

Hours of Operation:

## Part 3: Floor Plan Requirement

 List the number of rooms and the size in sq. ft.

Private Offices/Size:

Conference Rooms/Size

Open Area/Size:

Kitchen - Lunch Room/Size:

Computer Room/Size:

Training Rooms/Size:

Mail Room/Size:

Supply Rooms/Size:

Dead Storage/Size:

## Part 4: Warehouse Needs

 List the number and/or the size.

Rooms/Size:

Ceiling Height:

Docks Needed:

Drive in Doors Needed:

## Part 5: Building Needs

Special Electrical/HVAC Needs:

Wiring and Cabling Needs:

## Part 6: Image and Identity

What style do you want to have in your new space?

Please checkmark (✓) your choice(s).

Business-like  Trendy  Up and Coming

Flex Space  High Rise Class A

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## **Part 7: Decision Making Criteria**

Circle the level of importance on a scale of 1 to 5. One being the highest and five being the least important.

Quality/Image of Property/Building: 1 2 3 4 5

Cost: 1 2 3 4 5

Parking: 1 2 3 4 5

Occupancy Date: 1 2 3 4 5

Amenities: 1 2 3 4 5

Competition: 1 2 3 4 5

Boundaries: Please circle.

North South East or West

Explain Your Site:

Tell Us About Your Goals:

What do you want to achieve?

What is your goal and objective?

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## Time Line for Deal Process

Depending on the size of your space needs, finding suitable space and negotiating a new lease or purchase and moving in can take from three months to eighteen months. Proper planning in the initial stages eliminates wasted time and money. The Schenk Company specializes in strategic planning with you to insure your goals are met and your bottom line is improved.

[Site Specification](#) sheet will give you a good overview of the many items needed to review to insure this site meets the company's objectives. By utilizing The Schenk Company's site selection services you are assured these items and more will insure this is the right site for your facility now and for future growth.

### Schedule of Events

- Establish Parameters
- Interview Management
- Define Space Requirements
- Complete Space Program
- Tour Viable Building Sites
- Narrow Building Choices
- Prepare Preliminary Space Plan
- Prepare Request for Proposal
- Analysis of Best Alternative
- Present/Approve Recommendations
- Negotiate Letter of Intent
- Negotiate Contract
- Finalize Space Plans
- Complete Construction Drawings
- Construct Space
- Move-in

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## Site Specification Overview

The Site Specification Sheet below will give you a good overview of the many items needed to review to insure this site meets the company's objectives. By utilizing The Schenk Company's site selection services you are assured these items and more will insure this is the right site for your facility now and for future growth.

Depending on the size of your space needs, finding suitable space and negotiating a new lease or purchase and moving in can take from three months to eighteen months. View [Time Line](#) for Deal Process. Proper planning in the initial stages eliminates wasted time and money. The Schenk Company specializes in strategic planning with you to insure your goals are met and your bottom line is improved.

### Location

**Zoning:** current, changeability/Dead Restrictions

**Physical Evidence:** water, electric, storm, sewer, gas

**Drainage Problems:** natural drainage, flood zone

**Hazardous Waste:** evidence, soil tests

**Natural Barriers:** trees, mounds, ponds, high tension lines

**Ingress and Egress:** curb cuts allowed, traffic signals, turn lanes, density or coverage ratio, footprint

**Price Total:** per acre, per front foot

**Frontage:** access to interstate

**Total Parcel Size/Building Acres**

**Parcel Divisibility**

**Neighbors:** business, demographics, rental rates and vacancies, neighborhood associations

**Highest and best use of site**

**Sold Comparables**

**Complete Construction Drawings**

**Available Comparables**

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## The Leasing Process

An experienced and reliable tenant representative can make a huge difference in the successful outcome of your search for office space. A Tenant renting office space does so only a few times in his corporate life. Landlords rent space over and over again. Level the playing field by taking advantage of the availability of a good tenant representative. You will find that there is usually no cost to you. In the long run, you will end up way ahead in not only rent you pay but also in avoiding mistakes. Don't be afraid to ask your prospective brokers questions to make sure they can perform for you.

### Questions to Ask When Selecting a Tenant Representative

- ▶ Are you free of any conflicts of interest if we work together?
- ▶ Are you primarily tenant advocate of a listing agent?
- ▶ Do you have time to work on this project?
- ▶ What other projects are you currently working?
- ▶ What is your experience in finding properties like mine?
- ▶ How many tenant representation transactions have you handled in the past 3 years?
- ▶ What is your negotiating policy?
- ▶ Are you knowledgeable about market conditions?
- ▶ How do you handle conflicts of interest, such as when you show me space that you or your company represents on behalf of a landlord?
- ▶ How would you describe your reputation in the business community?
- ▶ Can you supply references?
- ▶ How do you get paid? What commission do you expect to receive?

[Click here](#) to review The Leasing Process Timing.

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## The Leasing Process and Timing

### 1. Define basic space requirements

- Size and layout
- Expansion and option space
- Price and term **1 day**
- Image and quality
- Geographical area
- Intangible and goals

### 2. Selection / interview with support team:

- Space Planner
- Interior Design (if desired) **1 to 7 days**
- Attorney / CPA

### 3. Determine alternatives available:

- General market knowledge of "deals" available
- Search of database **7 to 14 days**
- Verification of terms and conditions
- Review list of alternatives

### 4. Narrow down alternatives:

- Inspection tours of likely alternatives
- Selection of 3 -5 best alternatives
- Space planning of best alternatives **7 to 14 days**
- Review and re-draw of space plans
- Selection of top 2 - 3 alternatives
- Request for proposals on top alternatives

### 5. Analysis of proposals and alternatives:

- Financial analysis
- Layout efficiencies **1 to 7 days**
- Intangibles and goal analysis

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## 6. Final selection:

- Choose top alternative
- Establish terms required
- Prepare and present counter-offer
- Approve, re-negotiate, or select other alternative
- Review lease for business points **7 to 30 days**
- Review lease for legal points
- Review Workletter
- Re-negotiate lease terms
- Sign lease

## 7. Tenant improvement build-out:

- Monitor progress
- Report progress **30 to 120 days**
- Final walk through check

### Time to Allow

Before Tenant Improvements	<b>24 to 103 days</b>
Including Tenant Improvements	<b>54 to 194 days</b>

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## The Factors Influencing Design

<u>HUMAN FACTORS</u>	<u>PHYSICAL FACTORS</u>	<u>EXTERNAL FACTORS</u>
Objectives / goals	Location	Legal Restrictions
Activities	<ul style="list-style-type: none"> <li>• Region</li> </ul>	Code Restrictions
Behavior	<ul style="list-style-type: none"> <li>• Locality</li> </ul>	<ul style="list-style-type: none"> <li>• Land Use</li> </ul>
Organization	<ul style="list-style-type: none"> <li>• Community</li> </ul>	<ul style="list-style-type: none"> <li>• Change of use</li> </ul>
<ul style="list-style-type: none"> <li>• Hierarchy</li> </ul>	<ul style="list-style-type: none"> <li>• Site Conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Energy use</li> </ul>
<ul style="list-style-type: none"> <li>• Positions</li> </ul>	Building envelope	<ul style="list-style-type: none"> <li>• Environmental</li> </ul>
<ul style="list-style-type: none"> <li>• Groups/ subgroups</li> </ul>	Building structural system	<ul style="list-style-type: none"> <li>• Fire Resistance</li> </ul>
<ul style="list-style-type: none"> <li>• Adjacencies</li> </ul>	Building Systems	<ul style="list-style-type: none"> <li>• Fire Separation</li> </ul>
Interactions	<ul style="list-style-type: none"> <li>• Engineering</li> </ul>	<ul style="list-style-type: none"> <li>• Solar Access</li> </ul>
<ul style="list-style-type: none"> <li>• Internal communication</li> </ul>	<ul style="list-style-type: none"> <li>• Communications</li> </ul>	<ul style="list-style-type: none"> <li>• Day Lighting</li> </ul>
<ul style="list-style-type: none"> <li>• External communication</li> </ul>	<ul style="list-style-type: none"> <li>• Lighting</li> </ul>	Topography
<ul style="list-style-type: none"> <li>• Relationships</li> </ul>	<ul style="list-style-type: none"> <li>• Security</li> </ul>	Climate
<ul style="list-style-type: none"> <li>• Transfer of material</li> </ul>	Space	Ecology
<ul style="list-style-type: none"> <li>• Product workflow</li> </ul>	<ul style="list-style-type: none"> <li>• Types</li> </ul>	Resource availability
Company Policies / work codes	<ul style="list-style-type: none"> <li>• Dimensions</li> </ul>	Local economy
Company Attitudes / Values	<ul style="list-style-type: none"> <li>• Relationships</li> </ul>	<ul style="list-style-type: none"> <li>• Time</li> </ul>
	Equipment / Furnishings	<ul style="list-style-type: none"> <li>• Schedule</li> </ul>
	Materials / Finishes	<ul style="list-style-type: none"> <li>• Deadlines</li> </ul>
		<ul style="list-style-type: none"> <li>• Critical milestones</li> </ul>

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## HUMAN FACTORS

Company Customs / Beliefs

Perceptions

Qualities

- Comfort
- Productivity
- Efficiency
- Security
- Safety
- Privacy
- Control
- Convenience

## PHYSICAL FACTORS

Support Services

- Storage
- Parking Access
- Waste removal
- Utilities

Uses

Functions

Circulation

## EXTERNAL FACTORS

Cost / Budget

- Lease costs
- Mortgage cost
- Soft costs
- Construction costs
- Services / utilities

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## Tenant Representation

"Broker - Agent Magazine" by Gregory P. Schenk, SIOR  
- Article Reprint July 1997

[What is Tenant Representation?](#)

[How are Tenant Representatives compensated?](#)

[Why become a Tenant Representative?](#)

[Why it is in the buyer's \(tenant's\) best interest to retain a broker who specializes in Tenant Representation?](#)

As agents, we are all aware of the law requiring real estate professionals to disclose to buyers and sellers, who the real estate broker and their agent is representing in a transaction. We are also familiar with the agency disclosure form which has a place to check indicating whether an agent of a broker is representing the interests of the seller (landlord), the buyer (tenant), or both the seller and the buyer. Both parties sign this form and this makes it very clear, to all parties, who is representing whom in a transaction. [Click here to read the full article.](#)

### **What is Tenant Representation?**

Tenant Representation is when a real estate agent represents the interests of a buyer (tenant) in his search for a site or building. Along with the agency disclosure form, most companies use an exclusive representation letter to show agents and owners of properties that, indeed, the agent represents the buyer (tenant), how the tenant's agent will be compensated and the duration of the agency contract.

### **How are Tenant Representatives compensated?**

It is stated clearly in the Tenant Representative agreement letter that the sellers (landlords) of the property compensate the agent in the manner consistent with that particular market. The Tenant Representative or "Tenant Rep" broker splits the leasing or sales commission with the owner's listing agent. A flat fee or hourly consulting rate is becoming more common and accepted around the country.

The fee is paid to the listing agent or the developer regardless of whether the buyer or tenant uses a real estate agent. The buyer (tenant) pays no direct fees in a transaction. In some instances, companies would rather compensate the agent directly by fee and/or bonus depending on the nature of the assignment.

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## Why become a Tenant Representative?



Tenant Reps become a part of the client team with a space planner/architect, real estate attorney and other specialists as needed, e.g., phone, furniture, computers, attorneys, accountants, contractors, movers, telephones and cabling , etc. The Tenant Representative is the leader

of the whole process who first analyzes the tenant's situation, his short and long term goals, and listens to their problems and concerns, some of which many tenants don't readily disclose. The rep provides a market analysis and guides the tenant through the process, along with the various team members, to accomplish the goal whether it be a lease renewal, relocation or build-to-suit. This is all part of the challenge that awaits anyone who wants to be an advisor to a company. It is the ultimate in assisting a company get from point A to point B. A strong level of trust and relationship is formed and many great memories, assignments and/or referrals can result from a job well done.

## This is why it is in the buyer's (tenant's) best interest to retain a broker who specializes in **Tenant Representation**:

- One who knows the specific market conditions inside and out.
- One who can locate a suitable location based upon the client's parameters.
- One who can negotiate the lease or purchase in the client's best interest, using his knowledge of the marketplace (including concessions, i.e., free rent, tenant improvement allowances, historical deals in the market, moving allowances, capping building operating expenses, etc.)

When the client does this, you've assured yourself or your client of saving your firm valuable time and money, and giving yourself the peace of mind that comes with it. In essence, the Tenant Representative becomes an asset for the tenant, a "right arm" of the decision maker, at no additional direct cost to the tenant.

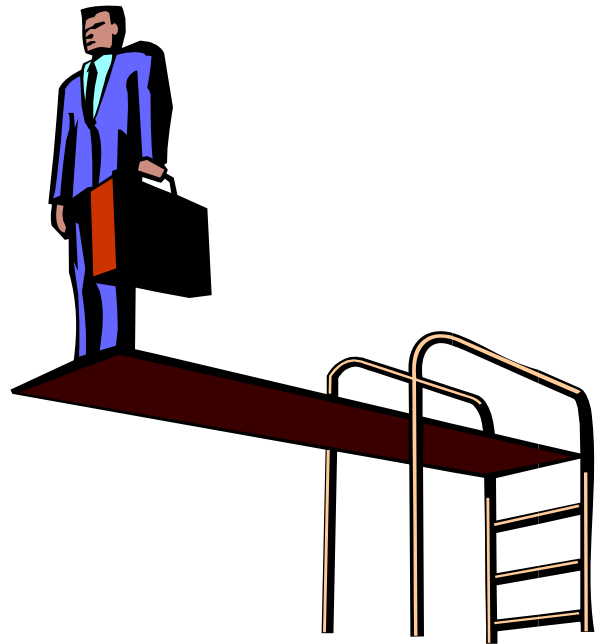


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TOP  
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LEASE  
NEGOTIATION  
&  
SITE SELECTION  
MISTAKES



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[www.irephtenant.com](http://www.irephtenant.com).

Dear Valued Clients,

Thank you for your time. We want to assist you and your clients improve their bottom line on leased and owned properties worldwide. We have record high vacancies in Central Ohio and many areas around the country! We can help you and your clients take advantage of that by giving them a no cost overview of their leased or owned facilities. We can assist them in restructuring or renewing their lease early to take advantage of this great tenant's market or help them with subleases, lease buyouts, sale leasebacks, 1031 exchanges and acquisitions.

We have prepared with the following material to help take the mystery out of site selection and lease negotiations.

We hope you find it interesting and useful. Additional information and a full description of our services can be found at [www.irephtenant.com](http://www.irephtenant.com).

Definitions and other information can be found at: [www.LeaseSmart.com](http://www.LeaseSmart.com).

With record high vacancies let us insure your client's facilities next lease renewal or relocation is done in the best terms and conditions for their company. Proper planning will insure this will be done! If we can be of service to you here and around the country please let us know!

Sincerely,

Greg Schenk SIOR  
President  
The Schenk Company, Inc

"Were our word is our bond and accountability to the client is everything"  
Providing Creative Solutions for your Worldwide Commercial real estate needs!























