

Chapter Outline

CHAPTER 6: Lease Negotiations

- I. Overview
- II. Qualifying a Tenant
 - A. Visitor Registration
 - B. Lease Application
 - C. Evaluation of Data
 - 1. Identity
 - 2. Fair Housing
 - 3. Rental History
 - 4. Financial Status (Residential)
 - 5. Financial Status (Non Residential)
- III. Negotiating the Terms
 - A. Working with Others
 - 1. Cooperating Brokers
 - 2. Role of Attorneys
 - B. Security Deposits
 - C. Concessions
 - 1. When to Grant Concessions
 - a) Owner's financial and strategic position
 - b) Competition in the market
 - c) Urgency of prospect's need to move
 - 2. Rent Schedules and Rebates
 - 3. Free Rent
 - 4. Length of Lease Period
 - 5. Tenant Alterations
 - 6. ADA Compliance
 - 7. Expansion Options
 - 8. Noncompeting Tenant Restrictions
 - 9. Defraying Moving Expenses
 - 10. Lease Buy-out, Assumption and Subletting
- IV. Signing the Agreement
 - A. Prospect Hesitancy
 - 1. Is this the best space available at the price?
 - 2. Do the concessions meet my needs?
 - 3. Should I act immediately?
 - B. Closing Techniques
 - C. Follow-Up
- V. Summary