



golden rules

for office tenants from...Tenancy Solutions Australia

- **Don't commence the process too late.** Allow plenty of time! By failing to plan well in advance you can find yourself in a poor negotiating position - the shorter the lead time, the fewer the options with which to leverage negotiations.
- **Be able to demonstrate to your Landlord that you are willing to relocate.** Landlords know the work involved in relocation so they will in general assume that it is your strong intention to stay. It is very difficult to re-negotiate future terms with your Landlord if they believe that you do indeed intend to stay!
- **Understand your needs.** It is imperative that you understand your company's accommodation needs, not just today, but for the next few years. No doubt you expect your business to evolve over this period so your long-term needs should be considered.
- **Be objective.** Too often business decisions are made based on bottom line rental costs. Consider the costs associated with attracting and retaining good staff in your business? Does your property profile send the right message to clients?
- **Allow time to "make good".** Should you decide to move, you will probably be required to "make-good" on your current premises. This can take considerable time and is a commitment often underestimated or overlooked by tenants.
- **Confidentiality.** Information is all important in any negotiation. We have noted cases where simple comments from staff to outsiders speculating on management's likely decision can have a dramatic affect.
- **Maintain perspective in the negotiations.** We believe that it is important to be prepared to negotiate a fair deal. Fighting over the last few dollars in the negotiations can sometimes sour a long-term relationship.