CENTRAL LONDON TENANT REPRESENTATION

Delivering real estate cost savings for tenants through strategic advice and impartial negotiation.

Knight Frank

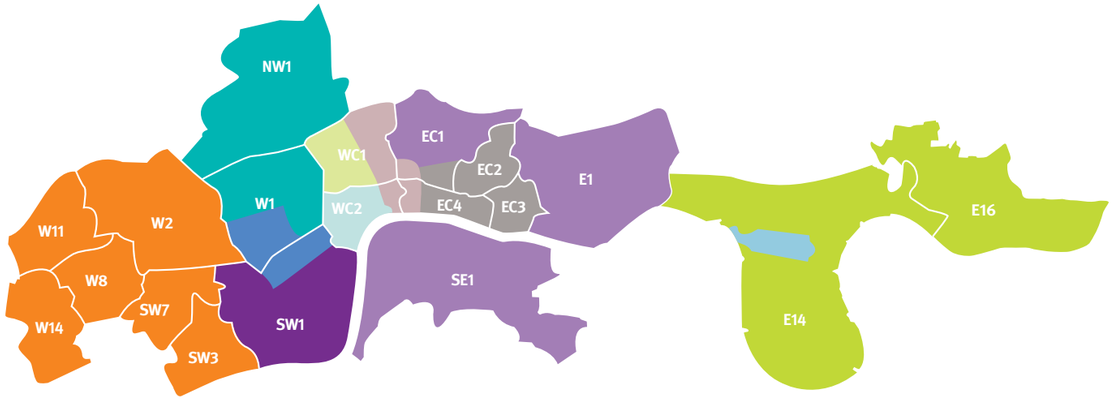
WE OFFER

The Central London Tenant Representation team at Knight Frank offers a refreshingly different approach by exclusively advising tenants in the Central London office market. We provide strategic advice to a range of different business sectors in relation to the occupation and acquisition of commercial property.

WHY CHOOSE KNIGHT FRANK?

- We act exclusively for tenants
- We adopt a specialist approach to occupier work within Central London
- We execute in-depth analyses of the financial implications associated with various identified scenarios
- We highlight where and how a tenant can reduce costs
- We offer in-house spatial analysis and project management advice
- We offer transport studies identifying the travel implications associated with different locations

THE CENTRAL LONDON OFFICE MARKET



WEST END
- Mayfair/St James's
- Soho/North of Oxford Street
- Victoria
- Paddington/Kensington

CITY
- Bloomsbury
- Strand/Covent Garden
- Holborn/Fleet Street
- City Core
- City Fringes

DOCKLANDS
- Canary Wharf
- Rest of Docklands

OUR THREE PHASE APPROACH TO ADVISING TENANTS

PHASE ONE
THE STRATEGY PHASE

1. Establish Existing Data
- What space do we currently have?
- What are our current lease terms?
- What is our current headcount?

2. Establish Strategic Options
- Do nothing?
- Re-negotiate existing lease(s)?
- Relocate?
- Lease vs. Purchase?

3. Establish Geographical Parameters
- Central London?
- West End / City / Docklands?
- 'Core' or 'Fringe' location?
- Staff transport survey?

4. Establish Spatial Requirements
- Headcount growth projection?
- Cellular vs. Open plan split?
- Space standards per person?

5. Establish Project Programme
- Key forthcoming lease dates? i.e. breaks & expiries?
- Lease negotiation timescale?
- Market rent forecast?
- Fit out programme?

PHASE TWO
THE TRANSACTION PHASE

6. Review Market Availability
- Agree search criteria
- Launch search to market place
- Report all availability to client
- Include 'off-market' opportunities

7. Short-List Market Availability
- All market availability graded
- Viewing tour 'long list' agreed
- Tour all potential availability options
- Agree final short-list

8. Request For Proposal (RFP)
- Agree preferred transaction structure
- Issue RFP to short-listed landlords
- Initial financial analysis of short-list

9. Heads of Terms (HOTs)
- Issue counter HoTs to RFP
- Receive counter offer from final short-list
- Financial analysis of terms
- Agree final HoTs on preferred option

10. Legal Due Diligence
- Instruct lawyers
- Commence conveyancing process
- Legal meetings
- Ensure all agreed terms reflected in lease

PHASE THREE
THE PROJECT & CONSTRUCTION PHASE

11. Appointment of Professional Team
- Consider procurement route
- Project manager to advise on team selection
- RFP and interview process
- Appoint architect, services engineer etc

12. Design Phase
- Initial design briefing
- Produce outline design proposals
- Agree final signed off designs
- Produce contract tendering documentation

13. Contract Tendering
- Contractor long-list and pre-qual
- Issue tender documentation
- Interview contractor short-list
- Select preferred contractor

14. Construction Period
- Lead in and site set up
- Commence works
- Complete works and FF&E installation

15. Relocation & Dilapidations
- Relocation
- Go live at new site
- Execute required dilapidations at former site

OUR TRACK RECORD

1741 MAY12

Ropemaker, 25 Ropemaker Street, EC2

Client: The Bank of Tokyo Mitsubishi UFJ
Size: 200,000 sq ft
Project: Lease Acquisition

30 St Mary Axe, EC3

Client: Swiss Re
Size: 540,000 sq ft
Project: Site Acquisition

Kings Place, York Way, N1

Client: Guardian Media Group
Size: 150,000 sq ft
Project: Lease Acquisition

194 Euston Road, NW1

Client: The Royal College of General Practitioners
Size: 110,000 sq ft
Project: Freehold Purchase

1 St Swithins Lane, EC4

Client: NM Rothschild
Size: 140,000 sq ft
Project: Development Consultancy

1 Newgate Street, EC1

Client: Merrill Lynch
Size: 560,000 sq ft
Project: Site Acquisition

107 Cheapside, EC2

Client: Orrick
Size: 45,000 sq ft
Project: Lease Acquisition

Canal Building, Portobello Dock, W10

Client: Innocent Drinks
Size: 24,000 sq ft
Project: Lease Acquisition

1 Finsbury Circus, EC2

Client: Stephenson Harwood
Size: 130,000 sq ft
Project: Lease Acquisition

CONTACTS

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