SAMPLE RELOCATION SCHEDULE

COPPOLA·CHENEY
THINK. ADVISE. ACT.®

SCHEDULE
(Months)

STEPS	1	2	3	4	5	6	7	8	9	10	11	12
DEFINE REQUIREMENTS												
MARKET RESEARCH												
BUILDING TOURS												
REQUEST FOR PROPOSALS												
PRELIMINARY DESIGN												
IDENTIFY BUILDING/SITE												
NEGOTIATIONS/LETTER OF INTENT												
LEASE NEGOTIATIONS												
EXECUTE LEASE												
PLANNING DESIGN/DEVELOPMENT												
PERMITTING												
TENANT IMPROVEMENTS												
FF&E/RELOCATION												

KEY PEOPLE INVOLVED

	1	2	3	4	5	6	7	8	9	10	11	12
REAL ESTATE DECISION MAKER(S)	●	●	●	● ●	●	●	●	●	●		●	
BUSINESS/LEGAL DECISION MAKER(S)	●	●	●	● ●	●	●	●	● ●	●			
OFFICE COORDINATOR			●	●				●	●	●		●
BUILDING OWNER				●			●		● ●			●
OUTSIDE VENDORS				●			●		● ●		●	●

LEE & ASSOCIATES
COMMERCIAL REAL ESTATE SERVICES