

THE ACQUISITION SERVICE

Objective:

To achieve the best possible service and to ensure that your acquisition is executed with the minimum of disruption, and within your time frame and budget.

Stage 1 - Analysis of your Requirement:

In liaison with you we will identify the following:-

- ◆ The total size you require.
- ◆ Tenure terms to suit your requirement, i.e. Freehold or Leasehold.
- ◆ The location.
- ◆ The type and style of property.
- ◆ Your budget, including rates and service charge.

Stage 2 - Potential Accommodation:

We will carry out a full search of properties currently available in the open market using our property register database. In addition we will also draw upon our experience and market knowledge to explore and uncover opportunities not openly available on the market. We will also use our databases to identify lease expiries, break options and owners of potential suitable properties.

Stage 3 - Viewing and Shortlisting:

Once you have received our report on the available opportunities we shall undertake a joint inspection with you to identify buildings to be taken forward to serious consideration.

Once you have identified a property we would recommend an initial space planning exercise to ensure that the building is suitable for your requirements, if appropriate.

Stage 4 - Negotiations:

We would advise on the best strategy for negotiating terms, which will include the following:-

Rent/purchase price, incentives, measurement, rates, service charge, break clauses, alienation, the length of lease, rent review provisions and survey. We believe that it is necessary to keep in constant contact with your legal advisors to ensure satisfactory completion of the lease/contract, working with them to negotiate on the lease/ purchase contract.

Stage 5 - Monitoring the Market:

To add to the above process we will continue monitoring the market and investigate any further possibilities and keep you fully informed if any should arise.

Stage 6 - The Move:

We trust all of the above leads to a successful completion of legal formalities and a happy and prosperous move.



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ISO 9001 CERTIFIED ORGANISATION



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