

Our team will perform a ten (10) point review of your lease, costs, building situation, and strategy. At no charge to you, we will develop a report with recommendations prepared based on the following criteria:

- 1

**MARKET RENT**  
How does your current rental rate compare to the market?
  - “Pay Rate”
  - Local Tax Structure
- 2

**MARKET TRENDING UP OR DOWN**  
Our Research team will provide the terms of recently completed leases for comparison, including their rental rates, concessions, construction allowances, and related terms
- 3

**REVIEW OF OPTIONS**  
A summary of your renewal, expansion, or termination options may impact your real estate decision process and change your short or long term strategy
- 4

**LEASE ABSTRACT**  
Our report will include a lease abstract outlining the key clauses in your lease for easy reference. For example:
  - Sublease & Assignment  
What restrictions may hinder your ability to sublease your space?
  - Holdover  
If you don't leave your space on time, what is the penalty?
  - Utility/Energy Costs  
How are you charged for overtime HVAC use?

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**WORKPLACE STRATEGIES**  
Are you using space efficiently and does it enhance the company? We analyze:
  - Space Usage (per person/per SF)
  - Projected Growth (hiring)
  - Cubicle/Office Sizes (compared to industry standard)
  - Hotel-ing (can people share space?)
  - Consolidation possibilities
- 6

**PHYSICAL CONDITIONS & AMENITIES**  
We provide a “fresh set of eyes” on the physical condition of the space and remaining useful life of finishes. We will itemize areas for repair or improvement.
  - What amenities does the building have?
  - Sustainability – Green® LEED E.B.
- 7

**MARKET SURVEY/ALTERNATIVES**
  - What viable space options are currently available?
  - How many options will be available at lease expiration?
  - What is the future cost?
- 8

**RENEW VS. RELOCATION TIMELINE**
  - How long would it take to relocate this facility?
  - Our report contains a typical relocation timeline.
- 9

**COMMUTATION ANALYSIS/SCATTERGRAM**
  - What is the best location for your business?
  - Where do your employees commute from?
  - Access to public transportation and amenities noted
  - Is the location sustainable?

- 10

**LANDLORD’S FINANCIAL CONDITION**  
Our Capital Markets team will confidentially assess the general financial viability of your landlord and the debt situation on your building. This information may dictate when you can mazimize leverage to lower costs.

## TENANT REPRESENTATION TEAM



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