

## TENANT REPRESENTATION, OFFICE SPACE SEARCH, BUDGETTING, LEASE NEGOTIATION

**OUR GOAL:** Find the right space to design a great place to work and to support HR recruitment, sign the lease with best terms possible and keep cost control in the hands of our Clients, not the Lessor.

**OUR ROLE:** Tenant Representation & Project Management (Overall planning & execution)

### OUR SERVICES:

#### SEARCH FOR A+ CATEGORY OFFICE SPACE, TEST FITS

After determining our Client's needs, we identify, evaluate, and suggest appropriate temporary and permanent office space options, schedule appointments for site visits, provide cost-calculations and test-fits.

When considering office buildings, we take into account the following:

- Client needs, preferences and budget
- Location, access to transportation, visibility
- Amount of natural sunlight, access to terrace or green areas
- In-house services/amenities
- Possibility for expansion
- Occupancy ratio and other tenants
- Dedication and attitude of the Landlord and its management team
- Property and infrastructure including building operating systems

#### BUDGETTING, COST PLANNING (expected capital investment, effective rent for a given lease term)

**Property** costs are typically the second largest cost pool after personnel costs in the service and knowledge-based industries, therefore cost planning is critical. We provide Clients with a 5-year cost plan to build and run the new offices covering expected capital investments, annual and monthly recurring costs including architectural, mechanical, electrical, interior design, IT, AV, fire safety and security related design, build-out and post-occupancy costs.

## PROVIDING INFO ON GOVERNMENT SUBSIDIES

We provide information about government subsidies available to investment projects, SSC and R&D investment projects in Hungary. In cooperation with our partners we can provide information on the Hungarian investment, legal, tax and financial environments to help our Clients' budgetting.

## LEASE NEGOTIATION AND CONTRACT FINALIZATION TO REDUCE ANY POSSIBLE RISKS

Once an investment decision has been made, we can assist in lease negotiations to reach the best deal possible incorporating Phase 2, the build-out. As an independent firm, unlike some large real estate agencies, we are not committed to any office buildings / property developers, so we can choose from a larger pool of properties, and provide true Tenant Representation services for our Clients

We run proper build-out tender based on execution plans, a bill of materials and a bill of quantities to save on standard and non-standard build-out components. In most cases, in agreement with Clients, Stay In Hungary Ltd requests full crediting of the fit-out contribution to be used towards finance planning and tendering a high-quality build-out at a competitive price.

In the lease agreement:

- we reserve the right to manage direct orders from wholesalers and factories to save on interior design materials including glass walls, carpet, lighting, cabling, etc.
- Location, access to transportation, visibility
- Amount of natural sunlight, access to terrace or green areas
- In-house services/amenities
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