

Your company needs a new office, but how do you find the right space? This timeline offers instructions and quick tips to help you navigate both the hunt and the transition.

Step 1: Planning

Before looking for a space, consider what your company needs in an office. As a starting point, determine requirements around:



Budget

Establishing what your budget for the move (including moving costs) will set realistic expectations around amenities and location.



Layout & amenities

Determine must-haves (for example, phone booths or natural lighting) so your employees have what they need to thrive.



Location

Do your employees commute by public transit? Maybe being downtown is non-negotiable. Choosing the right location is critical for your business' success.



Move date

It's important to get the timing right. To minimize friction, pick a date within a 2-3 week period that's free of big deadlines or meetings.

Step 2: Finding a space

The best way to tour spaces is with a tenant broker, whose job is to show you listings and negotiate with landlords on your behalf. As a bonus, their services are free to tenants (landlords pay the fees). Keep an eye out for a few things, including:



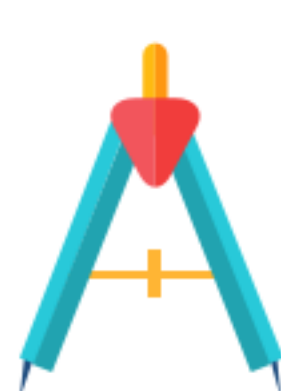
Technical needs

Will the space accommodate your company's technical requirements?



The building

How many elevators are there? Is there 24/7 security?



Build-out

Does the space require construction before move-in?



Lease terms

The lease you sign will determine costs beyond rent and the length of your lease term.

Step 3: Prepping for the move

Congratulations! You've signed a lease—now it's time to gear up for the actual move. These steps will ensure that it's seamless:



Protect your new space

Cover floors and walls to avoid damage.



Get online

Have your IT team prepared to reinstall all your technology.



Get access

Connect with your building manager for any necessary keys, cards or FOBs and distribute them to your team.



Return rentals

Avoid unnecessary late charges.

Step 4: Moving day

Almost at the finish line. Though this day can feel overwhelming, taking it step-by-step will help make the move as smooth as possible. Make sure to:



Movers

If you're hiring full-service movers, give them floor plans and a detailed map of where you want everything to be laid out in the new office.



Coordination

Make sure you have everything necessary to access the office on the move-in date.



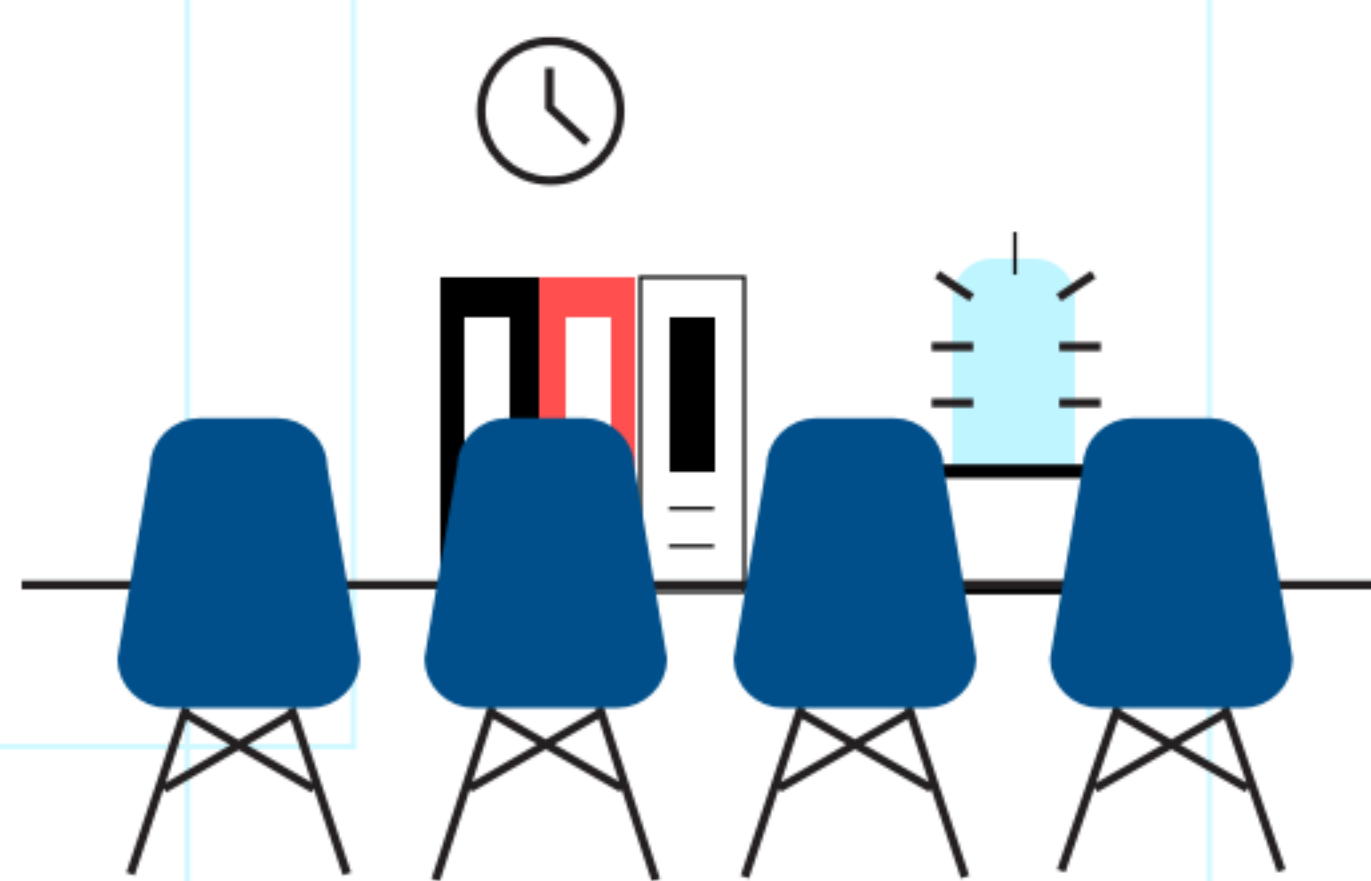
Decorating

What furniture will you need? What kind of lighting and artwork will you have? Consider hiring an interior designer to help you with this process. (Of course, if you're moving into a turnkey space, you can skip this step.)



Change of address

Notify all relevant parties—especially clients and vendors—of your new address change. Additionally, update your company's listing on any online directories.



Enjoy your new office space!