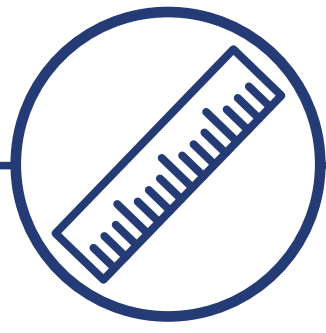


How to Find New Office Space



SIZE and LAYOUT

One way to determine how much space you need is to use the guideline of 100-200 square feet per employee. For layout, an architect designs an office to accommodate a company's staff and other needs in the most efficient manner possible. Some landlords offer this service free of charge.



LOCATION

Is your operation better suited for an urban or suburban environment? Is high-visibility a priority or an environment with more landscaping and green space? Do you desire on-site amenities or to be within a short walk or drive to them? Do your employees use mass transit? All of these answers will narrow your target areas.



AMENITIES

Small perks can go a long way in recruiting good employees. Conveniences such as an on-site café, fitness center, free parking, and nearby shopping can make an employee's work life more enjoyable and efficient.



PRICE

Start with the proposed lease rate and then assess overall value. Price per square foot ranges from \$22-\$27 for Class A office space in Amherst, New York, a popular Buffalo suburb. Regarding value, determine what is included in the rate such as utilities, janitorial services and repairs.



LEASE TERM

The longer the lease term, the more opportunity for tenants to customize the space through tenant improvements (TI). Most landlords will grant an allowance to help pay for TI.



PROPERTY MANAGEMENT

This service is often overlooked during the search process. You should spend as much time finding a firm that provides professional management and quality maintenance as you do finding your desired location.



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