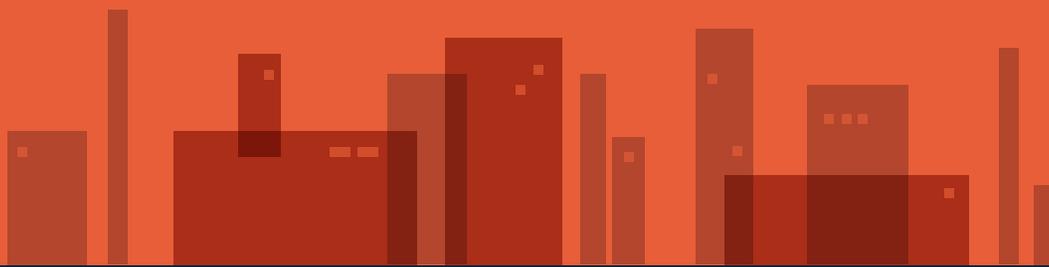




Start Up Guide to Moving Offices



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MAKING MOVES

Top Ten Moving Office Tips for Start Ups



Finding or moving into a new office can be a taxing and time consuming process. Conducting your own search can be cost effective, but without any experience it's a minefield to navigate.

Knowing what to look for in a new office and how much it should cost is difficult at the best of times but made even harder when a raft of landlords constantly call and email you, and then you're still left to make sense of the legal contracts yourself.

Accustomed to sharing work spaces and accelerator hubs, the thought of moving offices can be especially off putting for startups. But fear not, as specialists in helping start ups, here are our top ten tips to make office relocation easier than ever before for startup owners...



MAKING MOVES

1. Make sure you check your current lease to confirm your lease expiry/ break date.
2. Ensure you are looking for the right sized office. Check out our Office Space Calculator.
3. Confirm your brief with your agent before you start searching- budget, location, size and timings are the essentials.
4. Ensure you pick up the right type of office for your business needs- serviced? Long lease? Short lease?
5. Be careful when registering on multiple property search websites. This could lead to a surge in cold calls.
6. Be aware that leasing an office is unlike leasing a residential property. The legal process itself is taxing and extremely complex.
7. Ensure you instruct a commercial property lawyer to advise on the legal. Try and agree a fixed fee with them as an hourly rate could prove costly.
8. Plan ahead. On average an office move takes between 3 to 6 months. Depending on size, companies should prepare as far ahead as possible.
9. Be aware that the majority of commercial office lettings are subject to separate taxes: Business Rates, VAT and Stamp Duty.
10. Appoint a specialist tenant's agent to advise you through the whole process- Making Moves would be a perfect fit.



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Budget?

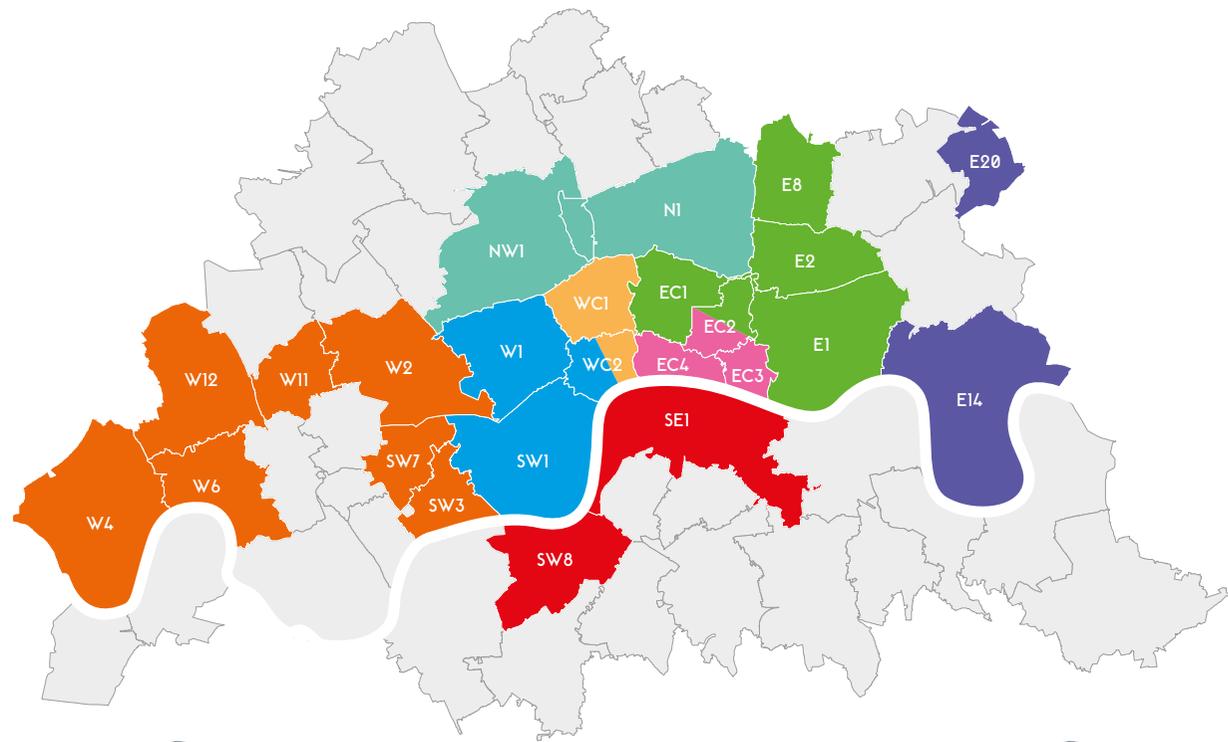
Check out our market rent guides below to see what you should budgeting for each area in London.



MARKET RENT GUIDE

Per sq.ft

Jan — Mar 2018



Location	A Good Runner	The Executive Saloon	The Supercar
TECH CITY			
EC1: Clerkenwell/Old Street	£30 - £45	£45 - £60	£60 - £67.50
EC2/E1: Shoreditch	£40 - £45	£45 - £60	£60 - £65
E2: Bethnal Green	£25 - £30	£30 - £35	£35 - £49.50
E8: Haggerston/Dalston/Hackney	£20 - £25	£25 - £30	£30 - £42.50
SQUARE MILE			
EC2: Liverpool Street	£40 - £50	£50 - £65	£65 - £75
EC3: Lloyds	£39.50 - £45	£45 - £62.50	£62.50 - £70
EC4: St Pauls/Bank	£40 - £45	£45 - £60	£60 - £75
EAST 'EAST' LONDON			
E14: Canary Wharf	£20 - £30	£30 - £40	£40 - £50
E20: Stratford	£22.50 - £30	£30 - £35	£35 - £40
MIDTOWN			
WC1: Bloomsbury	£40 - £50	£50 - £60	£60 - £75
WC2: Kingsway/Holborn	£40 - £50	£50 - £65	£65 - £75
NORTH LONDON			
N1: Islington	£25 - £35	£35 - £50	£50 - £65
NW1: Camden	£25 - £45	£45 - £55	£55 - £65
NC1: Kings Cross	£45 - £50	£50 - £60	£60 - £85

Location	A Good Runner	The Executive Saloon	The Supercar
SOUTH OF THE RIVER			
SE1: Ldn Bridge, Waterloo, Southwark	£37.50 - £50	£50 - £65	£65 - £72.50
SW8: Vauxhall	£20 - £35	£35 - £45	£45 - £50
WEST END			
W1/SW1: Mayfair/St James	£55 - £70	£70 - £99.50	£99.50 - £170
W1: Fitzrovia/Noho	£50 - £60	£60 - £75	£75 - £87.50
W1: Soho	£50 - £60	£60 - £80	£80 - £92.50
W1: Marylebone	£50 - £50	£60 - £70	£70 - £90
WC2: Covent Garden	£45 - £55	£55 - £70	£70 - £85
SW1: Victoria	£35 - £50	£50 - £65	£65 - £82.50
WEST LONDON			
SW3/SW7: Knightsbridge	£25 - £50	£50 - £80	£80 - £100
SW7: Kensington	£50 - £52.50	£52.50 - £55	£55 - £60
W2: Paddington	£42.50 - £45	£45 - £59.50	£59.50 - £65
W11: Notting Hill	£35 - £40	£40 - £55	£55 - £58.50
W12: Shepherds Bush	£15 - £35	£35 - £45	£45 - £50
W6: Hammersmith	£25 - £35	£35 - £50	£50 - £62.50
W4: Chiswick	£30 - £35	£35 - £45	£45 - £55

The rents supplied are based on list prices and may not represent what is negotiable in the current market.



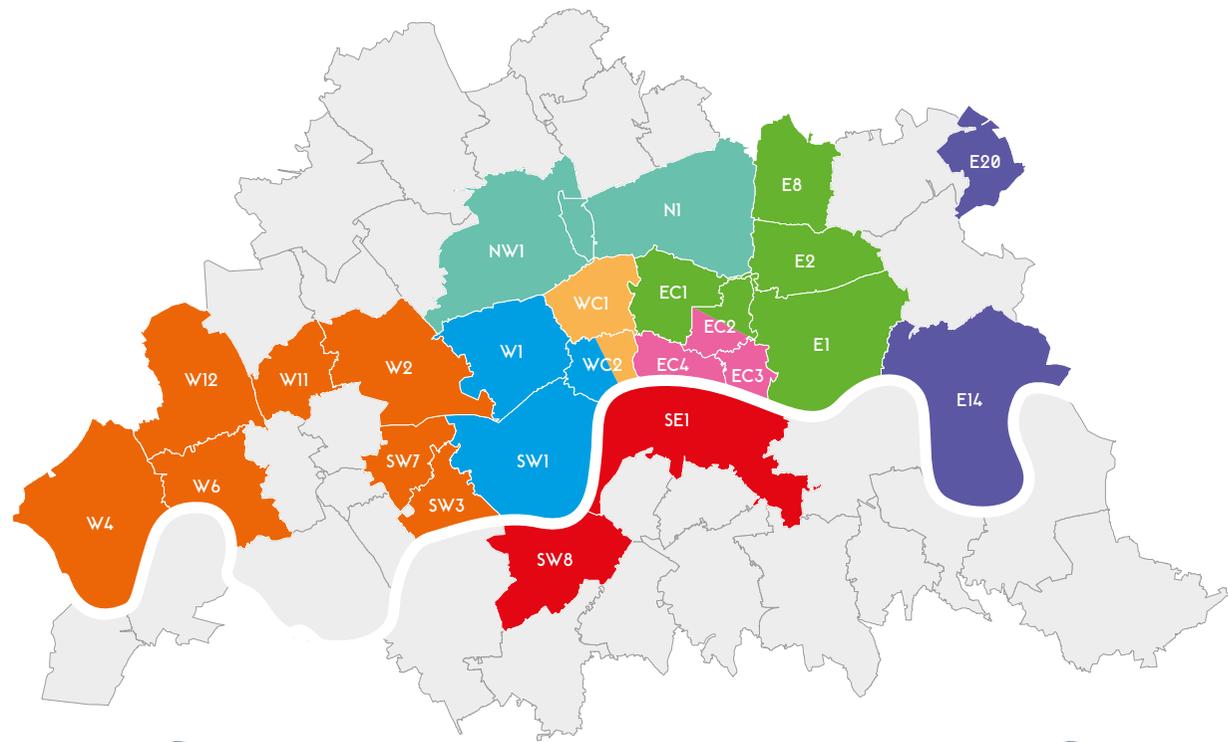
SERVICED OFFICE MARKET RENT GUIDE

Per desk/
per month

Jan — Mar 2018

The rents supplied are based on list prices and may not represent what is negotiable in the current market.

*Based on shared / co-working / lower ground space



Location	A Good Runner	The Executive Saloon	The Supercar
TECH CITY			
EC1: Clerkenwell/Old Street	£200* - £450	£450 - £600	£600 - £850
EC2/E1: Shoreditch	£250* - £450	£500 - £600	£600 - £750
E2: Bethnal Green	£200* - £300	£300 - £400	£400 - £500
E8: Haggerston/Dalston/Hackney	£200* - £300	£300 - £400	£400 - £500
SQUARE MILE			
EC2: Liverpool Street	£450* - £500	£500 - £750	£750 - £1200
EC3: Lloyds	£450* - £500	£500 - £700	£700 - £1600
EC4: St Pauls/Bank	£500* - £600	£600 - £800	£800 - £1800
EAST 'EAST' LONDON			
E14: Canary Wharf	£400* - £500	£500 - £750	£750 - £1100
E20: Stratford	£400* - £450	£450 - £500	£500 - £550
MIDTOWN			
WC1: Bloomsbury	£400* - £500	£500 - £700	£700 - £1000
WC2: Kingsway/Holborn	£500* - £550	£550 - £750	£750 - £1000
NORTH LONDON			
N1: Islington	£350* - £450	£450 - £500	£500 - £550
NW1: Camden	£350* - £400	£400 - £450	£450 - £600
N1: Kings Cross	£400* - £600	£600 - £800	£800 - £1000

Location	A Good Runner	The Executive Saloon	The Supercar
SOUTH OF THE RIVER			
SE1: Ldn Bridge, Waterloo, Southwark	£350* - £450	£450 - £650	£600 - £900
SW8: Vauxhall	£350* - £450	£450 - £500	£500 - £700
WEST END			
W1/SW1: MayFair/St James	£500* - £600	£600 - £800	£800 - £1800
W1: Fitzrovia/Noho	£500* - £550	£550 - £700	£700 - £1000
W1: Soho	£500* - £550	£550 - £700	£700 - £900
W1: Marylebone	£400* - £500	£500 - £800	£800 - £1100
WC2: Covent Garden	£500* - £550	£550 - £750	£750 - £900
SW1: Victoria	£400* - £500	£500 - £650	£650 - £1100
WEST LONDON			
SW3/SW7: Knightsbridge	£500* - £600	£600 - £800	£800 - £1200
SW7: Kensington	£500* - £600	£600 - £800	£800 - £1000
W2: Paddington	£450* - £550	£550 - £800	£800 - £900
W11: Notting Hill	£400* - £500	£500 - £600	£600 - £700
W12: Shepherds Bush	£300* - £400	£400 - £450	£450 - £550
W6: Hammersmith	£450* - £550	£550 - £750	£750 - £850
W4: Chiswick	£300* - £400	£400 - £600	£600 - £800



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Timings?

How much time do you have to move? Check out our Project Planner Tool to see a breakdown of the timeframes for your move.



1 - 3 Months to move (Flexible options)...

Making Moves - Project Timeplanner			
Month	January	February	March
Search and Selection			
Due Diligence Stage (budgeting & lease review)			
Building Search			
Building Shortlist			
Select A Property			
Negotiations			
Instruct Solicitors			
Sign The Lease			
Space Planning and Fit Out			
Space Planning of Shortlisted Options			
Appointment of Chosen Fit Out Contractor			
Detailed Costing and Planning			
Final Design Sign Off			
Submission of Plans and Scope of Works			
Commencement of Fit Out Works			
Completion of Fit Out Works			
Snagging and Final Sign Off			
Move In			

4 Months + to Move...

Making Moves - Project Timeplanner				
Month	January	February	March	April
Search and Selection				
Due Diligence Stage (budgeting & lease review)				
Building Search				
Building Shortlist				
Select A Property				
Negotiations				
Instruct Solicitors				
Sign The Lease				
Space Planning and Fit Out				
Space Planning of Shortlisted Options				
Appointment of Chosen Fit Out Contractor				
Detailed Costing and Planning				
Final Design Sign Off				
Submission of Plans and Scope of Works				
Commencement of Fit Out Works				
Completion of Fit Out Works				
Snagging and Final Sign Off				
Move In				



MAKING MOVES

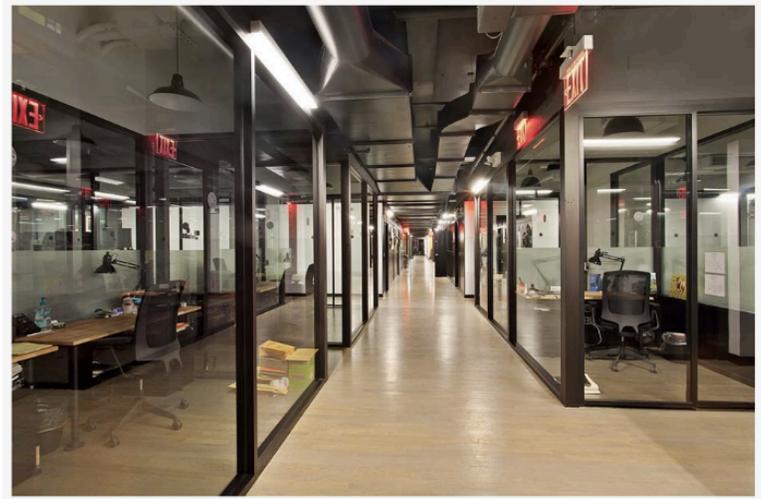
Type of Office?



MAKING MOVES

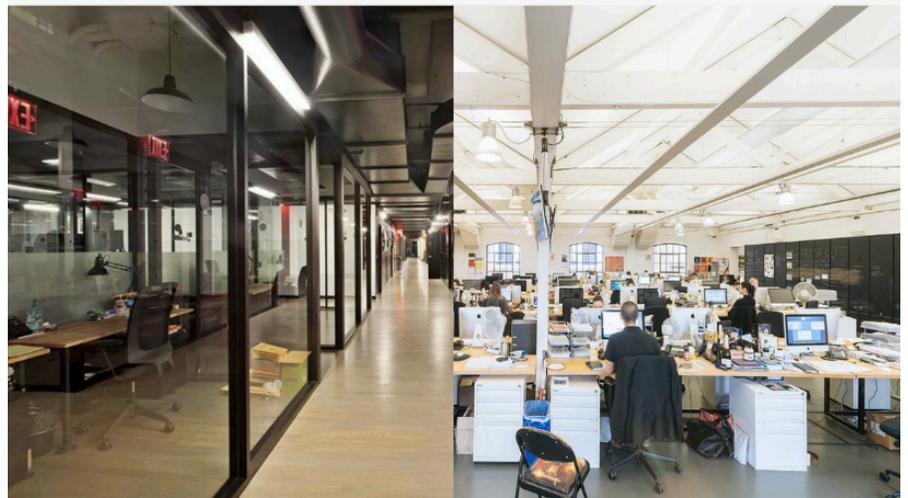
1. Serviced

- + Flexibility
- + Low start up costs
- Hotel for offices
- Expensive



2. Managed

- + Low start up costs
- + Own front door
- Expensive

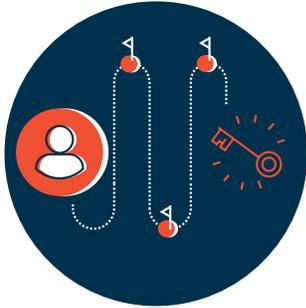


3. Conventional

- + Own front door
- + Cheaper in the long run
- High start up costs
- Time consuming



Why Making Moves?



We project manage the entire process of acquiring a new office.



Our team of 'Move Makers' have a minimum of five years experience in property negotiations.



We simplify property jargon and ensure all our clients know exactly what they are signing up for.



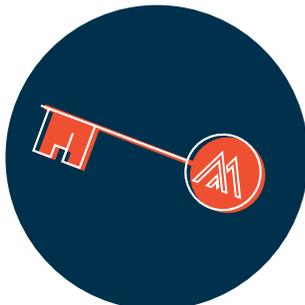
We have access to every single available office in Central London. This includes 'off market' properties.



We are a team of highly experienced negotiators. We secure competitive incentive packages for all of our clients.



No upfront charges or fees. We are fully self rewarding.



We pride ourselves on providing a friendly and approachable service.



We offer honest and impartial advice to all of our clients, by only ever representing Tenants. We never act for Landlords.



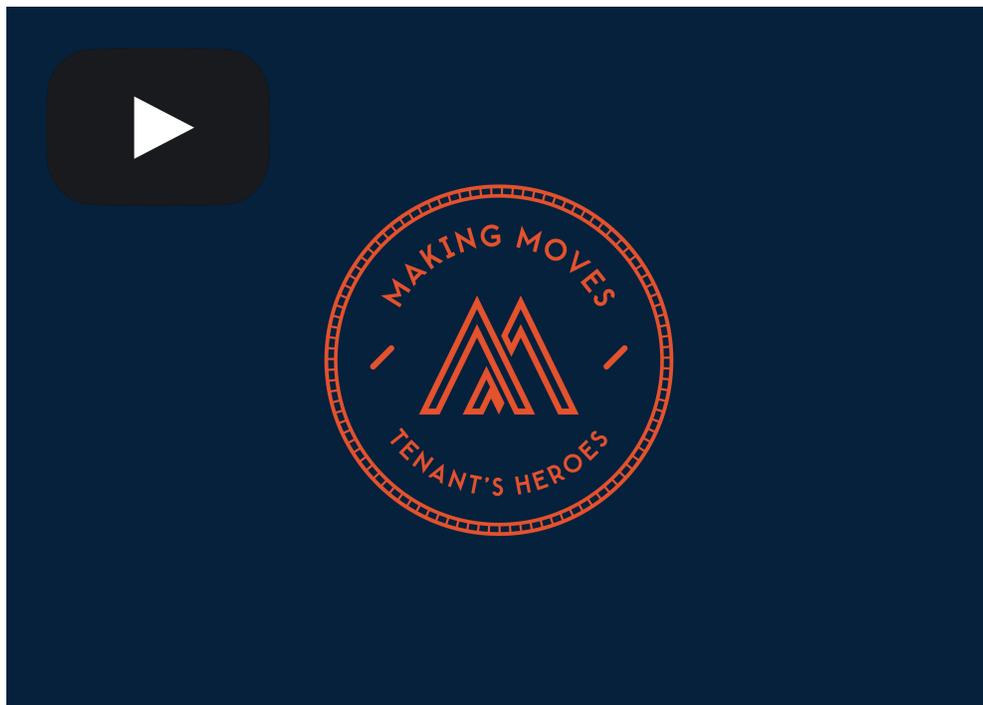
We are The Tenant's Heroes.



MAKING MOVES

How we work

We understand that an office move can be a stressful experience and sometimes difficult to manage on top of the job you are actually paid to do.



Let us take responsibility.

Who we have worked with





Contact Us

Are you looking for new offices, renewing your existing lease or just want a general chat about the process of finding new offices? If so, then please get in touch.



Tobi Crosbie MRICS

T: 020 3595 3121

E: info@makingmoves.london

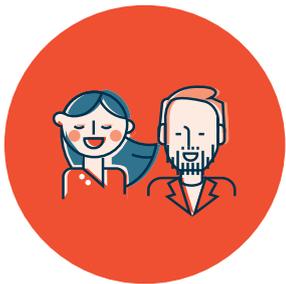
www.makingmoves.london

Making Moves Checklist



Stage 1 - The current lease

- Check when your current lease expires
- Confirm your move date
- Confirm your current rent, rates and service charge
- Check if you have any obligations within your existing lease to refurbish or repair your office before you leave



Stage 2 - Pick your move team

- A specialist tenant's agent to search and secure your new office
- An in-house move team (IT, finance, HR)
- A decision maker who holds the purse strings
- A fit out and design company
- A specialist property lawyer



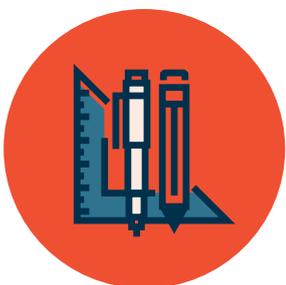
Stage 3 - Develop your brief

- Size - www.makingmoves.london/office-space-calculator
- Location
- Budget
- Major requirements of the business (the must haves)
- Look and feel of the new office



Stage 4 - Find your new office

- Confirm search parameters with your agent and internal team
- Instruct agent to search and provide a shortlist of properties
- View properties with your agent
- Run the numbers with your agent
- Pick your top three properties



Stage 5 - Space plan and design your new office

- Instruct fit out and design company to space plan shortlist
- Agree and confirm costings for the cost of fitting out the premises
- Check IT and phone installation times and availability
- Confirm furniture requirements for new premises



MAKING MOVES



Stage 6 - Secure your new office

- Instruct agent to negotiate and agree heads of terms
- Instruct property lawyer to draft lease
- Instruct building surveyor to assess the condition of the property
- Arrange tour of new office for staff



Stage 7 - Cancel and move communications/services

- IT provider
- Phone provider
- Insurance, banks etc.
- Companies House
- Inland Revenue
- New stationery (business cards and other promo material)
- Online presence (website, Google etc.)
- Utilities
- Post Office for re-direction services
- Internet service provider
- Delivery services and contacts
- Cleaning companies, security, maintenance
- Inform current landlord



Stage 8 - Preparing for the physical move

- Organise a move team who will be available on the actual move date
- Inform IT dept. of move and configure plan to relocate successfully
- Inform staff of move date
- Inform staff of packing and clearing desk duties
- Code and organise boxes, furniture and files to be moved
- Provide removal company with floorplan of new offices
- Advise current landlord of move and ensure repairing obligations have been agreed
- Engage removal company
- Meter readings
- Keys and access arrangements for new office



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Stage 9 - Post move

- Prepare snagging list
- Ensure all IT and communications equipment is working as planned
- Order a very large glass of wine
- Book a holiday!