

# 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](http://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

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## 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!