



MAKING MOVES

RETHINK, RELOCATE, RELEASE
YOUR OFFICE

BRIEF DEVELOPER

www.makingmoveslondon.co.uk

GETTING STARTED

Are you thinking about an office move and unsure where to begin? Our handy brief developer is a good place to start the discussion internally. By filling in the questions below, we can work with you to establish the main drivers behind your office requirement. So, grab a coffee with your team and start Making some Moves!



WHEN ARE YOU PLANNING TO MOVE?



WHEN IS YOUR LEASE EXPIRY OR BREAK DATE?

This can be found in your lease. We recommend speaking to the lawyer who originally drafted the lease for you.



HOW MUCH SPACE WILL YOU NEED?

How many people are you now? How many people do you expect to be over the next 3-5 years?



WHAT TYPE OF SPACE ARE YOU LOOKING FOR?

- | | |
|---|--|
| <input type="checkbox"/> Short term (less than 3 years) | <input type="checkbox"/> Flexible (serviced) |
| <input type="checkbox"/> Long term (3+ years) | <input type="checkbox"/> Purchase |



HAVE YOU THOUGHT ABOUT LOCATIONS?

Are there any stand out areas that you would like to move to (or any that you really don't like)?





AND WHAT ABOUT BUDGET?

Do you have an annual budget in mind? Our handy Market Rent Guide will provide you with all the numbers you need.



DO YOU HAVE ANY SPECIAL REQUIREMENTS FOR YOUR NEW OFFICE?

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Bike racks | <input type="checkbox"/> Roof terrace |
| <input type="checkbox"/> Concierge | <input type="checkbox"/> Transport connections |
| <input type="checkbox"/> Car parking | <input type="checkbox"/> Gym |
| <input type="checkbox"/> Showers | <input type="checkbox"/> Other (please list) |

