

# What you should know before renting a traditional office

Here are top tips to keep in mind according to ShareSpace Advisors:



## Understand Your Costs

Make sure you understand your costs, including headline rent per sq. m. per month, a service charge per sq m per month, as well as operational costs connected to managing your office



## Check the Amenities

Make sure you are aware of all the amenities included in your lease. Does your staff have access to all necessary facilities and equipment, such as on-site parking?



## Know Your Lease Type

Ensure you know your lease type and have a clear understanding of the terms and conditions of the lease, e.g., indexation rates such as HICP, GUS, or other. Be sure to find out if your Landlord permits sublease



## Consider Lease Incentives

When choosing or comparing traditional offices, always consider landlord's incentives and the tenant improvement allowance (TIA). These include a rent-free period expressed in the number of months free of charge, fit-out contribution, etc. Apart from rent costs, these are two crucial points that can be negotiated with the landlord



## Save by Subleasing

If you are set on leasing a traditional office but are looking for a shorter rental period (e.g., 1-3 years) consider a sublease solution



## Expert Advisory Help

If you are unfamiliar with the leasing process and would like an expert to provide industry insight and tips, contact one of our ShareSpace Advisors. They will be happy to help you in your office search and negotiations. All free of charge!



## Compare, Compare, Compare

When considering a number of office options, decide by comparing key factors such as headline rent, incentives, and finding out what costs can be negotiated with the landlord