

Our Process

Our experienced team of trained professionals seamlessly combines the finance, design and building process of “turnkey” offices. We are committed to delivering functional, attractive office spaces that provide equity and serve as excellent investment vehicles to the buyer. From the time you make your decision to purchase your new office to the day we meet you at the title company to hand you the keys, you are in good hands with the our team. A simple step by step of this efficient model is provided below:

1. **Letter of Intent signed and earnest money deposited.** A reservation deposit, to be placed in escrow, is included with the Letter of Intent to hold the customers designated space off the market while they get their loan approved and review the Purchase and Sale Agreement (*it is to the customers advantage to sign the letter of intent and make their deposit as soon as possible to reserve their location-first come, first serve*).
2. **Obtain Finance and Loan Commitment.** Purchasers meet with our finance team to prepare loan package, review offers from lenders and obtain a finance commitment from the lender of choice. Typical requirements for loan terms and approval include:
 - Financials:
 - Personal Financial Statement
 - 3 years personal tax returns
 - 3 years of business tax returns
 - Year-to-date financials on the business to operate from the building.
 - Resume/Curriculum Vitae on the buyer.
3. **Purchase and Sales Agreement Signed.** Each customer will review and execute our standard Purchase and Sales Agreement.
4. **Space Planning, Interior Design Selections Made and Budget Signed.** There are two components to our pricing:
 - a) The shell price which is fixed and not negotiable.
 - b) The interior finish which is driven by the custom design. Since we do not know the extent of the finish out requirements of the customer, the cost of the interior finish can only be established after the customer has chosen his floor coverings, wall coverings, plumbing and light fixtures, cabinets, interior doors, etc.
5. **Construction.** We will handle all of the exterior construction (a list of the standard features is contained in the “Letter of Intent”).
6. **Final Walk Through and Punch list.** Each customer will be provided a final walk through and inspection with the construction supervisor to determine any faults in the construction.
7. **Closing with Title Company.** The purchaser will be required to close on the shell space upon “substantial completion” of the exterior of the building and a final closing on the completed project. We do this as an incentive to finish the project in a timely manner

and to protect the company from customers who intentionally delay finishing the interior of their space.

CUSTOM DESIGN

We believe each office environment produced should reflect its owner's specific style and need. That's why our architects, space planners and interior designers intently get to know each client's business and their personal style so we can deliver a custom space that is an inviting work environment for the client and a friendly place for their customers. Our design teams assist our clients in selecting their interior finishes, including flooring, wall coverings, fixtures and color schemes. Our architectural and contractor teams have extensive experience working with City permit departments.