



A Useful Guide For a Stress Free and Simple Office Relocation

When you intend to move your office from one venue to the next, creating a timetable to follow is absolutely essential. Relocating your office is not an easy task, but if you have a clear plan for exit of one premises and entry to another it can be much easier to plan everything. Making sure you give yourself ample time and space to plan and organise your new premises is essential, too.

This guide should give you all of the help that you need to make sure your office relocation is a far less stressful experience overall. Typically, the best thing you can do is to start the process early so that you have enough time to plan out each phase of the move properly.

Getting started

First off, you should look to build a clear plan for relocation as soon as possible. To begin with, develop a list of the pros and cons of staying in the same facilities as you are in at present. If you think that moving will provide more advantages, then the next phase is to choose a member of staff to lead the office move project. You also need to set in place a clear deadline for exit and entry, as well as arranging budgets to bring in the expertise you will require.

You might even wish to speak with staff to better evaluate the on-the-floor opinion of moving office. With regards to budget, look into factors such as the price of your current rental fee versus rates for new premises. Your budget should also factor in the cost of bringing in expert help, such as removals and moving staff.

Before you begin any office relocation, it is recommended you seek out third party professional assistance to help you determine the financial and performance cost/benefit of moving office.



The key factors

Before moving any further, we recommend that you look to set a clear deadline for all of the following factors:

- Checking the deadline for exit from your current lease, and the start date(s) of any new premises.
- Arranging the tenancy agreement to make sure you can provide enough notice of your impending exit.
- Securing an agreed timeframe of 12-18 months to help you prepare, plan, and manage the office move.
- Planning the time needed to secure your new office space, arrange the lease, and arrange moving help.

Overall, office relocation can take – from start to finish – around 12 months to 18 months. This includes time for planning, negotiation of leases, arranging new premises, and then packing/unpacking everything ahead of the big move.

However, before you move into new premises, you should always make sure you look closely at the quality of the building. First impressions can be great, but look beyond the general aesthetic. You should ask yourself the following questions about your new premises:

- Does it provide us with more or less space to scale-up our business should the time arise?
- Does the new facility have easy access to local and public transport links for our staff?
- Can the facility factor in private parking for those who wish to drive to work and keep safe?
- How easy is it for both staff and clients to find, access, and visit your premises when needed?
- Is the commute time going to be excessive for any current or new members of staff?
- What local amenities exist nearby? Are there locations for staff to get lunch, supplies etc.?



- Are you close by to any major competitors? Can you access key facilities i.e. airports?

The office space

The next factor to focus on would be the actual office space you have. Again, you should look to find out:

- What kind of office space do your staff need to do the job to their best ability.
- The kind of agreement that you need to reach to land this particular office area.
- The red lines in terms of features that you must have and what you would like to avoid.
- The size requirements that you might have for your particular new office space.
- The budget that you can afford to commit to office space rental and maintenance.

As you might imagine, office space is absolutely essential if you wish to build the right future for your business. You should be looking for around 100 square feet per employee, giving you a rough guide. Of course, if you intend to expand in future, you might want to think about office space for the future as much as the office space that you need today.

We highly recommend you speak to a financial specialist on the budget question. They can remind you of payments and costs that you might have forgotten about when setting up the agreement. They can help you to determine the right length of budget, as well as factors such as:

- Determining staff levels for now and for the long-term future.
- Working out the ideal office size that you will need for your team.
- Finding the best market rates for the size/style of building you require.
- Locating market values for freehold buildings you could buy as opposed to rent.
- Excess rates such as business rates, taxes, energy costs, maintenance, and security etc.
- Evaluating office lease types so you can always find the best length and type of lease deal.
- Estimating the price involved in refurbishing and improving the look and feel of the office.



You should also look to factor in other scenarios, such as the IT and telecom cost requirements as well as energy performance and upkeep. Typically, bringing in an expert who can assist you in finding the best business rates and the cheapest service charges can be very valuable for building the clearest plan for your new office.

Setting and forming your budget

Armed with the above details, you might also want to look into starting a relocation project based on cost alone. Therefore, you should always look to build a budget that looks to focus on the added costs that might build up over time. Typically, a full budget for an office move should look to tailor in factors such as:

- The general cost of relocation, including removals costs, storage costs, and insurance protection.
- IT costs involved in fitting out your new business with cabling, equipment, telecoms, and security.
- Marketing rates, which can include a new website, mail redirects to your old office, and new stationary.
- Exit fees such as the cost of terminating your old lease early, condition checks, and maintenance fees.

Again, you should always look to work with someone to help you arrange these figures. If you just assume about costs, you can get a real shock when the reality of the cost comes back to you down the line. When you exit your old lease, your previous landlord will likely check over for any signs of poor condition, dilapidation etc. – you will then likely have to pay some or all of the costs towards solving these issues should they exist. This can be as much as £10 to £15 per square feet; you should look to bring in a surveyor to argue against any excessive pricing asked by your old landlord.

This is why professional advice is so essential. Trying to navigate all of these huge costs on your own can be hard, and it can lead to mistake. Having someone who can step in and assist you can ensure that you can reduce your dilapidation and exit costs by well over 50%. Handling this on your own, though, can lead to lengthy and expensive disputes that you would most likely rather avoid.



The steps to securing a new property

With a solid plan in place, now your next steps involve properly planning out the process to taking on your new property. Typically, we recommend that you look to go through with the process by following these steps:

1. Get in touch with a property advisor to help you start locating the right facilities.
2. Create a clear and specific plan about the exact type of office that you will require.
3. Receive a list of the best options from your advisor, and choose one from the given list.
4. Inspect the option and make sure that the office space gives you everything that you need.
5. Review the cost analysis of the property and make sure that it can fit within your budget.
6. Look at the viability of the lease when compared with factors such as travel time, amenities.
7. Begin negotiations with the landlord and find an agreement on the lease/property purchase rate.
8. Approve the terms, agree to the conditions, and arrange a date of entry for you to get started.
9. Complete the transaction and move in at the agreed date that you have been given.

These nine steps are where you need to go if you wish to make sure you can secure the best office space for your business.

Finding a property advisor and agency

As mentioned above, your best bet to find the ideal office space is to bring in a third party advisor who can recommend you on each of the steps to come. With that in mind, you should always look to find a commercial property agent in your local area. With hundreds of property agents in the main UK cities, you will need to do some pretty thorough research to find the right person. What are you looking for when it comes to hiring an agent? Typically, you want to hire someone who can provide:



- Relevant experience in finding local office rental opportunities for your business industry.
- Proven expertise in the past with reviews and recommendations coming from other users.
- Reliable proof that they can provide you with the best possible information and rates available.
- A history of providing patient, diligent information that is free from technical jargon and language.
- Advice that is impartial and comes from an expert who has no ties to the properties being rented.

Typically, the main things to look into are their previous reputation and their history. If the word of mouth and general reviews are good enough, then you could always begin negotiations.

Remember, though, that most commercial agents will be working with landlords to offer out their own properties. This means that the properties might not be suitable to you – at least not without renovation. So, you should not just assume every option is going to be entirely suitable for your own needs. Looking for a tenant-only agency can be the best option as they can give you options suited to you as opposed to trying to find tenants suited to their landlord clients.

Can you afford the options provided?

You should always look to run a cost analysis on every property that is recommended to you. Many agencies will make property recommendations that, on the face of it, seem great. Dig deeper, though, and you can soon spot that the options might not quite be the perfect solution that they seemed at the beginning.

Looking into the cost of the lease and the improvements, infrastructure, security etc. should be first and foremost on your list. Speaking with your consultant can make sure you are not entering into an agreement that is either unsuitable for your needs and/or out of your price range. This helps you to avoid wasting precious time.

Eventually, you will find the right property that can be adjusted and amended to fit the exact look and profile that you were hoping for when you first started the moving process.



Once you start entering into the agreement, you should always look to work with your advisor to handle negotiations. We do not recommend that you self-manage negotiations. An experienced advisor should always be there to step in and handle this discussion on your behalf. Put simply, the agreements are too loaded in legal jargon to be worth your time trying to self-manage.

This can take several weeks, too, so it is always good to have someone on-point who can step in and handle the process. Someone with negotiation expertise in the property world can be a life-saver as they can save you hours of time, large sums of money, and sleepless nights through the aggregates stress.

While you should always be involved in the negotiation process, you should not spearhead the negotiations. Eventually, a Head of Terms will be agreed between all parties. This is a summary of the entire agreement, and it should break down things like your break clause options, the review of the rental opportunity, factors like alienation, assignment, repairs, obligations, and more.

Make sure that come the end your Tenancy Agreement matches what was put together in the Head of Terms. If you see any major changes or shifts, then make sure your advisor argues this back with the individuals involved.

Using your new property space

Once you are in your new office lease space, there is a huge amount of work to be done to suitably transform the property. You should always have a clear plan of what you want to turn each floor of the office into. Factor in things like the heights of the ceilings, the voids in the floors, and where the A/C and water services are currently installed and prominent.

Meeting with a designer on-site allows them to give you ideas and templates which can then be built into the reality of the office that you are moving towards. You should look to cover the obvious things in these discussions, such as what each room/area will be, the facilities, the storage, and the furnishing. You should also factor in other things like your IT setup, specific finishing touches, and facilities like recycling and refuse.

It is essential that your advisor and your designers can work together to ensure the project remains strictly within the agreed budget. Having a brief that gives clear deadlines and price limits means you do not have to worry about an office relocation that balloons over in terms of the overall cost of the project.



Make sure that you closely discuss all of the available options which are present so that you can most effectively draw up a plan. This will help you to better visualise the overall space, and ensure that alternative plans can be created in the event that your original plan is not possible within the agreed budget.

Remember that you need to factor in the cost of any changes to things like the air conditioning, the plumbing, and the availability of fresh air. This might need to be negotiated with the landlord, though, as not every landlord allows for such structural changes. Make sure this is agreed beforehand before you start committing to changes like this.

Final considerations

At this stage, you should be working on both getting together the finance for your project and planning the final, key touches. You should always speak with your advisor to help you arrange finance in the event that you need support in arranging the changes you need to your new office without any headaches.

Also, you should look into investing in a data security platform that can make sure your data is protected, secured, and private during the office move. Always be sure to look over your IT capabilities in your new office, too, as many offices move only to find out the IT quality (and/or quantity) in their new office is actually below what was available previously.

Working with an IT specialist can ensure that you can easily migrate all of your systems, data, and infrastructure to your new office with ease. At this point, you should be closely reviewing things like how many phone lines you need, what systems can be installed, what systems are already in place, and what needs to be added/removed to get your office just as you need it whilst saving yourself on time and on money.

Lastly, make sure you run through all of your service agreements to get the best terms. Utility providers should be given the chance to service your new office, but do not be afraid to look at competitors to find the most suitable rates based on what you are looking for as a business. You should also make sure that you take the time to get rid of any old furniture and equipment that is brought along in the office move.



You could get rid of it using removals services, you could have it all scrapped, you could give it away to charities. Bring in a service that can offer things like skips and large waste recycling services so that you can avoid bringing any needless excess and clutter from your old office to the next facility.

Focusing on all of the above, you should then be ready to have the physical move from office A to office B take place. You should have a local business moving company or a specialist business removal company that can help you to empty the old office, store everything, and then move it to the new office when your agreement is set in stone.

Having a good team who can work with you to safely empty your office is vital, so keep that in mind as you go about planning all of the next obstacles that are in place during your office move. Stick to the above list, stick to these ideas, and you can find that moving office is going to be a much less stressful process than it really ought to be.

Working on the above, you can easily relocate your office with the right support, expertise, and systems in place to make your office move as stress-free as it can be. Contact us today to see how we can help.