| | Gp1<br>Retail | Gp2<br>Office | Gp3<br>Industrial | Gp4<br>Mixed use |
|---|---|---|---|---|
| **Total Building** | 100,000 | 100,000 | 100,000 | 100,000 |
| **Pctg leased** | 25.00% | 25.00% | 25.00% | 25.00% |
| **Square footage leased** | 25,000 | 25,000 | 25,000 | 25,000 |
| **Location** | Prime vs secondary | Prime vs secondary | Prime vs secondary | Prime vs secondary |
| **Staffing Assessment** | | | | |
| 1 What kind of blg are we going to manage?? | | | | |
| 2 How big of a building are we to manage?? | | | | |
| 3 How old? | | | | |
| 4 Where is it located? | | | | |
| 5 Is it leased? Or Vacant? | | | | |
| 6 What kind of tenant or tenants?? | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| 7 Who would you bring to this building to help | | | | |
| evaluate a new management account? | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| **The key here…. is to ensure the staffing needs are properly assessed** | | | | |

**Lease Management of Real Estate 2000**
**Herb Liverett**
**Donna Clark**