

# WORKING PROCESS Buyer/Tenant Representation

616 Hawthorne Street, Houston, TX 77006 | 713.528.9776 | davis-commercial.com

We love helping our clients find the perfect property at the best price, whether leasing or buying. Our goal is to build a strong relationship with you (we don't require a signed representation agreement). All we need is a handshake and a promise to work with us exclusively, and if at any point you are not happy with our results, we can part as friends.



# FIGURING OUT WHAT'S RIGHT FOR YOU

We pride ourselves on gaining an in-depth knowledge of your unique requirements to find your ideal property.



### SURVEYING THE MARKET

We conduct thorough research using the latest tools in commercial real estate to find all eligible sites in the market that meet your requirements. A comprehensive site analysis report is delivered for your review.

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## **PROPERTY TOURS**

We arrange property tours with landlords/agents/owners for onsite evaluation. We'll also arrange for contractors/third party services to inspect the property and render opinions. We'll help you narrow down the choices to find the best one for you!

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### **CONTRACT NEGOTIATIONS**

We negotiate on your behalf to get you the best possible deal in the market place. From submitting the first letter of intent until the final contract is signed, your best interests are always our number one priority.

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### **CUSTOMER CARE**

We fashion ourselves more as consultants instead of brokers. Consequently, we want to help you with <u>anything</u> you might need during the process.

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# PROPERTY QUESTIONNAIRE Buyer Representation

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We want to find you a property the meets all of your requirements as quickly as possible. However, to do that, we need some help from you! Please see below a list of questions to discuss with you about your business and/or personal needs. Once we have all the details, we take it from there while you sit back and relax!

# **BUYER DETAILS**

- What type of business do you have?
- If part of a corporation, who is the decision maker for purchases?
  - Who is the main point-of-contact for property searches?
- What type of financing do you plan to get?
- How soon are you looking to purchase a property?
- Do you have financing secured (i.e. a pre-qualification letter)?

# PROPERTY DETAILS

- What type of property are you looking to purchase? (Office, Retail, Industrial, Flex)
- What is the ideal sized building? (Ex. 5,000 SF)
- What would be a comfortable size range to consider? (Ex. 3,000-8,000 SF)
- How much land do you need?
- How many parking spaces do you need?
- Describe your ideal layout for the building.
- Are you willing to buy a building in need of renovation?
  - If so, to what scale? (i.e. just minor- adding a room or two, paint, flooring, etc. or massive converting a warehouse to office, etc.)
- Any other specific requirements for the property? (HVAC, sprinklers, docks, roll-up doors, special plumbing, etc.)
- What would be a comfortable price range to consider?

# **LOCATION DETAILS**

- If you could drop a pin on an intersection near your ideal location, what are the cross-streets?
- What are the general location boundaries of the area you would consider? (Please provide streets or specific markets for Northern, Southern, Eastern and Western boundaries)
- Do you need to be located on a main thoroughfare?
- Is visibility important?
- Are there any businesses you would not want (or would like) to be located near?
  - If so, please list the types of businesses and how far of a distance would be needed.
- IS THERE ANYTHING ELSE THAT I SHOULD HAVE ASKED YOU THAT WOULD BE HELPFUL FOR ME TO KNOW?



# PROPERTY QUESTIONNAIRE Tenant Representation

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We want to find you a property the meets all of your requirements as quickly as possible. However, to do that, we need some help from you! Please see below a list of questions to discuss with you about your business and/or personal needs. Once we have all the details, we take it from there while you sit back and relax!

### **TENANT DETAILS**

- What type of business do you have?
- Do you have any open locations or this a new business?
  - If this is a new business, do you have a business plan?
- If part of a corporation, who is the decision maker for leases?
  - Do you have corporate guidelines that need to be followed?
- How soon are you looking to lease a property?
- How long of a lease or you looking to sign?
- Do you have financing secured (i.e. a pre-qualification letter) and can you share financials with potential Landlords?

# PROPERTY DETAILS

- What type of property are you looking to lease?
  - How many locations?
- What is the ideal sized building? (Ex. 5,000 SF)
- What would be a comfortable size range to consider? (Ex. 3,000-8,000 SF)
- How much land do you need?
- How many parking spaces do you need?
- Describe your ideal layout for the building.
- Any other specific requirements for the property? (HVAC, sprinklers, docks, roll-up doors, special plumbing, etc.)
- What would be a comfortable price range to consider?

## **LOCATION DETAILS**

- If you could drop a pin on an intersection near your ideal location, what are the cross-streets?
- What are the general location boundaries of the area you would consider? (Please provide streets or specific markets for Northern, Southern, Eastern and Western boundaries)
- Do you need to be located on a main thoroughfare?
- Is visibility important?
- Is signage important? What kind (monument, pylon, etc.)?
- Are there any businesses you would not want (or would like) to be located near?
  - If so, please list the types of businesses and how far of a distance would be needed.
- IS THERE ANYTHING ELSE THAT I SHOULD HAVE ASKED YOU THAT WOULD BE HELPFUL FOR ME TO KNOW?