

Key stages for moving office premises

-1 year

Decide if you want to stay in same premises and if the lease is inside Landlord and Tenant Act 1954

-6 months

Find new premises and instruct surveyors to negotiate Heads of terms

-5 months

Heads of terms agreed and solicitors instructed to undertake property due diligence and agree form of lease and other documents (eg licence for alterations, rent deposit deed etc) for new premises

-3 months

Lease completed, commence fit-out programme (typically 6-8 weeks)

Final month

Address potential dilapidations in existing premises so as to reduce exposure to a claim from the landlord and if necessary, engage a good dilapidations surveyor

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