

# CUSHMAN & WAKEFIELD AMERICA'S OVERVIEW

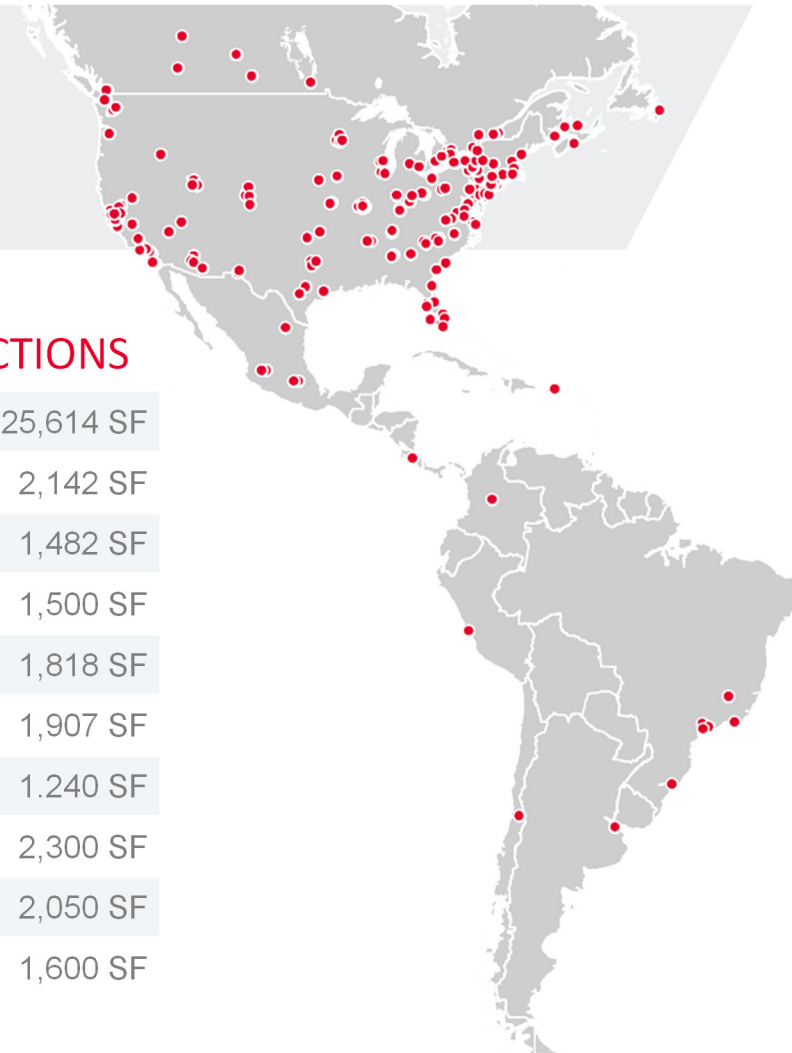
Real Estate Advisory Services



**215**  
OFFICES  
(approx.)

**10**  
COUNTRIES  
(approx.)

**29,000**  
EMPLOYEES



## SYLVAN RECENTLY COMPLETED LEASE TRANSACTIONS

|                   |                                |           |
|-------------------|--------------------------------|-----------|
| Hunt Valley, MD   | Sylvan Corporate HQ Relocation | 25,614 SF |
| Winter Garden, FL | New Location                   | 2,142 SF  |
| Bellaire, TX      | New Location                   | 1,482 SF  |
| Catonsville, MD   | New Location                   | 1,500 SF  |
| South Elgin, IL   | Relocation                     | 1,818 SF  |
| Bel Air, MD       | Relocation                     | 1,907 SF  |
| Oklahoma City, OK | Relocation                     | 1,240 SF  |
| Brookline, MA     | Relocation                     | 2,300 SF  |
| Grand Blanc, MI   | Relocation                     | 2,050 SF  |
| Salem, NH         | Renewal                        | 1,600 SF  |



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# CUSHMAN & WAKEFIELD TRANSACTION TIMELINE



The Tenant Representation Process is customized and tailored to meet each franchisee's specific goals and objectives. Transaction time frames can vary significantly, but we are careful that "rushed negotiations" generally benefit Landlords, not Tenants. The following chart identifies key action items at each stage of the Transaction Process, including Cushman & Wakefield deliverables.

| Step 1   | Step 2  | Step 3   | Step 4   | Step 5   | Step 6  |
|--|---|--|--|--|---|
| <b>Project Initiation</b>  | <b>Market Evaluation</b>  | <b>Tour/Request for Proposals</b>  | <b>Proposal Analysis</b>   | <b>LOI/Lease Negotiations</b>  | <b>Project Management</b>   |
| <ul style="list-style-type: none"> <li>Preliminary Space Programming</li> <li>Building Selection Criteria</li> <li>Identify Client/ Cushman &amp; Wakefield Project Team</li> <li>Establish Search Criteria</li> </ul> | <ul style="list-style-type: none"> <li>Surveying the Market</li> <li>Market Survey Book</li> <li>Budget/Program Refinement</li> </ul>   | <ul style="list-style-type: none"> <li>Tour Book</li> <li>Building Tour</li> <li>Short Listing from Tour</li> <li>Initial Test Fit</li> <li>Building Technical Review</li> <li>Request For Proposal (RFP)</li> </ul> | <ul style="list-style-type: none"> <li>Review RFP Responses</li> <li>Counterproposals</li> <li>Space Plan/Budget/ Schedule Refinement</li> </ul>                                 | <ul style="list-style-type: none"> <li>Letter of Intent</li> <li>Transaction Summary (GB approval)</li> <li>Lease Document Comments</li> <li>Contract Documents</li> <li>Final Lease Execution</li> <li>Long Lead Item Identification</li> </ul> | <ul style="list-style-type: none"> <li>Construction Management (GC)</li> <li>FF&amp;E (Architect)</li> <li>Move Management (PM)</li> <li>Project Close Out</li> </ul> |
| <b>Cushman &amp; Wakefield Deliverables</b>  | <b>Cushman &amp; Wakefield Deliverables</b>   | <b>Cushman &amp; Wakefield Deliverables</b>  | <b>Cushman &amp; Wakefield Deliverables</b>  | <b>Cushman &amp; Wakefield Deliverables</b>  | <b>Cushman &amp; Wakefield Deliverables</b>   |
| <ul style="list-style-type: none"> <li>Existing Lease Abstract</li> <li>Project Schedule Timeline</li> <li>Business Unit Questionnaire</li> </ul>  | <ul style="list-style-type: none"> <li>Market Survey Book</li> <li>Summary of Alternatives</li> <li>Map of Alternatives</li> <li>Building Fact Sheet Alternatives</li> <li>Revised Budget</li> <li>Revised Program</li> </ul> | <ul style="list-style-type: none"> <li>Tour Book</li> <li>Revised Building Ranking</li> <li>Initial Space Plan</li> <li>Initial Construction Estimate</li> <li>Request for Proposal</li> </ul>                       | <ul style="list-style-type: none"> <li>Proposal Analysis</li> <li>Counterproposals</li> <li>Negotiation Tracking Matrix</li> <li>Revised Space Plan, Budget, Schedule</li> </ul> | <ul style="list-style-type: none"> <li>Letter of Intent</li> <li>Lease Document/ Comments</li> <li>Contract Documents</li> </ul>   | <ul style="list-style-type: none"> <li>Transaction Summary Book</li> <li>Lease Abstract</li> <li>Building Overview</li> <li>Value Added Summary</li> </ul>            |
| 30 DAYS  | 30 DAYS   | 60 DAYS  | 60 DAYS  | 60 DAYS  | 120+ DAYS   |
| 1 MONTH →  | 2 MONTHS →  | 4 MONTHS →   | 6 MONTHS →   | 8 MONTHS →   | 12+ MONTHS →  |



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