

# Quintessential Us



- 1 **Pre-inspection** We will share collaterals about the property and tenancy and respond (as applicable) to your brief, including features and benefits of the property, indicative terms, rents, premises availability, lease term, and operational costs.
  
- 2 **Inspections** With our agent, we will meet and guide you through the property, taking time to understand your wants and needs, including fit-out design for optimal working space, and leveraging Quintessential resources and associated benefits.  
  
We will carefully discuss the Quintessential ways of working, the key stakeholders involved, the level of service you can expect, and the timelines.
  
- 3 **Our Offer** Our agent will prepare an offer as requested by you or your representative, typically after the inspection process considering all previous discussions and understanding of your requirements, fit-out budgets and timelines.



- 4 Negotiation** You are provided time to review and revert to our agent with feedback or a counter offer to which we respond with an agreement or feedback within 24 hours. (Typically, correspondence is run by the agent appointed and copied to the Quintessential Asset Manager).
- 5 Agreement** Quintessential will issue you a non-binding offer (no legal commitment formed) for mutual agreement.
- 6 All things legal** We endeavour to prepare legal documentation 3 – 5 business days post the non-binding offer agreement. You will have time to review and provide feedback captured in the legal documentation.  
  
After two rounds of feedback from both sides, we prefer to jump on a conference call or meet face-to-face to finalise any outstanding points. Quintessential will collate all documentation, attain appropriate signatories, and register the lease documentation.
- 7 Your turnkey fit-out solution** If you wish Quintessential to deliver the fit-out based on your requirements, we will coordinate with the contractor as required. You choose your level of participation and sign off on all plans and costs.
- 8 Moving in!** Once fit-out is completed, you can occupy your new premises. Our team will welcome you to the building and induct your team on how everything works.
- 9 First 90 days!** We will be with you all the way, with regular visits from the Property and Facility Manager and the Quintessential Asset Manager to ensure we meet your operational needs. Feedback is always welcome!
- 10 Duration of Lease** Your Quintessential Asset Manager will meet with you at least every quarter to discuss how your business is settling in, how the building is going, planned events, engagement programs and tools available to help you be comfortable in your tenancy and enjoy your building.
- 11 Vacation** Life is a long road. Should you need to exit the tenancy at lease expiry, we will work with you to achieve a smooth transition.