

YOUR SHORT GUIDE TO LEASING A COMMERCIAL OFFICE



CONTENTS

Introduction.....	3
What To Consider When Leasing A Commercial Office.....	4
1. Consider Your Needs	4
2. Your Business Image.....	5
3. Stick To Your Budget.....	5
4. Inspection Time.....	6
5. Paperwork.....	6
6. Get Professional Advice	7
7. Final Documentation.....	7
8. The Fun Part – Fit Out.....	8
Testimonial:.....	8
How Maylake Is Different.....	9
Maintenance And Repairs.....	9
Professional Image.....	10
Need Room To Grow.....	10
In The Right Company.....	11
Nil Out-Goings	11
What's Your Next Step?.....	12
Work Life Balance In The Workplace.....	13

INTRODUCTION



In this e-Guide you will learn valuable tips on leasing commercial office space and how Maylake is different as well as our recommendations for a better work life balance.

We know happy work environments are directly related to productivity, which is important to any business owner or manager.

We offer a better, more productive workplace for people, along with providing a professional home for your business.

WHAT TO CONSIDER WHEN LEASING A COMMERCIAL OFFICE

Obtaining a commercial lease is a big step in any business.

We've outlined the key steps to ensuring your commercial lease suits your business.

1. CONSIDER YOUR NEEDS



It's time to ask yourself, what are our business objectives? If developing a profitable business is important to you, its key you find an office space that will enable your business to expand and grow.

2. YOUR BUSINESS IMAGE



Consider if your new office space suits your business image. Look closely at the condition of the building, find out how often maintenance is conducted and how frequently common areas are cleaned. Lastly, do your research on current tenants to ensure they compliment your business.

3. STICK TO YOUR BUDGET



Set a firm budget and study the fine print to ensure there are no hidden costs. Ask if the rent is all-inclusive or are you likely to receive additional bills for air conditioning, insurances and maintenance.

4. INSPECTION TIME



Once you've shortlisted your ideal Gold Coast commercial office space its time to make an initial enquiry and view the office. Review the lease and space carefully to ensure both meet your business needs.

5. PAPERWORK



You've taken your pick of the bunch of offices you've inspected, now gather together all the relevant paperwork including an expression of interest / offer to lease, fit out schedule etc. Spend time reviewing these and seek advice if any matters require clarification.

6. GET PROFESSIONAL ADVICE



Lease agreements aren't always written in layman's terms. It is strongly recommended you obtain independent legal and commercial advice before making any commitment.

7. FINAL DOCUMENTATION



Review the final paperwork, ensure all terms have been agreed upon and before you sign, have your solicitor check that everything is included.

8. THE FUN PART – FIT OUT



Your new office space is yours! Start planning your new fit out and involve your team to boost morale.

TESTIMONIAL:

“We found the owners very supportive throughout the whole process (leasing), which was a big draw for us. They’re proud of their building, which is evident in the final product”
said Paul Billing, Sales Director, TorFX.

Contact Maylake today to arrange an inspection of your ideal office space.

HOW MAYLAKE IS DIFFERENT

We pride ourselves on our point of difference in the commercial leasing market here on the Gold Coast. We are proud to say we personally own, lease and manage our quality professional office buildings in both Surfers Paradise and Southport.

Some key features we offer when you join the Maylake Community.



OUR NEW COMMUNITY ENEWS

An opportunity at no charge for you to promote your business through our Maylake Community eNews electronic mail out to our tenants within all our buildings, we call it Business to Business Networking and promotion. We also hold an annual networking event and the occasional drinks at our office or on the balcony, a great chance to meet other like minded professional business people. Easy to complete just fill in direct from our website at www.maylake.com.au

1. MAINTENANCE AND REPAIRS

Tenant friendly maintenance and repairs reporting system, fast and efficient service where you can report direct from our website at www.maylake.com.au just click the link [here](#) or go to the contact us tab on the website. Then you just fill in the form and press send, we take care of the rest and we keep you informed of the progress. We also have full maintenance contracts in place for items as Air-Conditioning, Lifts, and Fire Services, ensuring they are reliable and working within requirements and regularly serviced. Our cleaning team are also full time employees who take great pride in their work.

2. PROFESSIONAL IMAGE



We have an asset management plan in place to ensure a modern look and well presented professional image for your business. This includes modern bathrooms kept clean and tidy and we offer shower facilities for your staff who may use the local gym or ride to work in both Kay House and Elkhorn Centre East.

3. NEED ROOM TO GROW



How is your current space, staff with no room to move ? Is your current landlord flexible with growth within their building or are you just a number? Can you up-size where space is available, will they help you with your design or layout?

We offer all of the above subject to leasing within our property portfolio and available space. Ask Sarah for further details.

4. IN THE RIGHT COMPANY



Do your neighbors compliment you or are they bringing your image down. Has your landlord dropped the standard and just rented to anyone ? We offer a professional image and right in the heart of the business districts of both Surfers Paradise and Southport. We are very particular with the tenants we select for our buildings and consider our existing tenants / businesses when going through the selection process.

5. NIL OUT-GOINGS



The fine print..... is your rent inclusive of all costs, nil outgoings or will you be receiving an additional bill for a % percentage of the buildings running costs, in reality part of the buildings common power, air-conditioning, Insurances, maintenance etc... The real unknown from year to year with escalating price rises that you will not know until the bill arrives !

6. WHAT'S YOUR NEXT STEP?



If you want a locally based landlord that personally manages and maintains their buildings, who can provide a professional commercial home for your business.

[Join Sarah](#) for a coffee to discuss your individual requirements and let us help you to find the perfect location

WORK LIFE BALANCE IN THE WORKPLACE

Deep down we all know about the benefits of having a hobby other than work, we just occasionally need a gentle reminder.

Hobbies encourage you to take a break, promote staying present, have physical health benefits and increase serotonin as well as make for interesting conversation, promote an outlet for stress, offer you a new challenge.

Here is a small list of some of our suggestions for a hobby that may help you get started on improving your Work Life balance.

- Photography
- Volunteering
- Reading
- Bush walking
- Drawing
- Blogging
- Sports
- Playing an Instrument
- Gardening



We also highly recommend Matt Cutts Ted Talk "THE BENEFITS OF TRYING SOMETHING NEW FOR 30 DAYS"



Watch This Video On Ted Talk

You can also [download a complimentary Maylake Guide](#) to Top 7 Tips for creating a happy workplace to help you improve your work life balance.