

How To Avoid 7 Costly Mistakes When Renting Your Next Office

Mistake #1: Term too long

Sign a 5-year lease and you're on the hook regardless if the economy tanks or your office needs change.

Better: Sign a 3-year lease with renewal options.

Best: Get an office in The Boardroom by the hour, month or year.

Mistake #2: "Triple Net" rent

This means you pay the property tax, building and parking lot maintenance and utilities.

Better: Get a "Modified Gross" lease so your landlord pays the property taxes and common area charges.

Best: Your Boardroom office services fee includes property taxes, all common area charges AND all utilities including phone service, high speed internet, power, janitorial and more.

Mistake #3: Too much space

You're growing and have big plans for the future. You lease 3 offices when 1 will do the job now. You pay rent for empty offices and hope for the best.

Better: Negotiate a step-up in rent as you use more of the office space.

Best: Sign up for The Boardroom office you need now and add offices as your business grows.

Mistake #4: Too little space

Your business grows faster than expected and you run out of office space. Productivity plummets. You're stuck until your lease runs out.

Better: Lease space in a building with a high vacancy rate. Get an option on space next door.

Best: Start with one Boardroom office now and add more offices as your business grows.

Mistake #5: Too much common area

Your fancy conference room gets used an hour a week. Your reception area, break room and bathrooms are usually empty. Yet all this space adds to your rent each month.

Better: Rent space in a building with common bathrooms.

Best: Enjoy all Boardroom amenities including conference rooms, kitchen and more. Yet only pay for a slice.

Mistake #6: Big capital equipment investment required

You need to buy a phone system, upgrade the network for high speed internet, lease a copier, and more.

Better: Lease formerly occupied space which already has a phone system and data cabling.

Best: Get a VOIP phone system, copier and data network with no capital investment with The Boardroom.

Mistake #7: Staff not included

You like your office but need to hire a receptionist to answer the phone and greet clients and guests. You'd rather use this money to hire a marketing consultant to grow your business.

Better: Get a college intern to answer the phones and hope for the best.

Best: Your calls get answered by The Boardroom receptionist so you can focus on your clients.



The Boardroom

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