

# Quintessential Us



## Stage 1

### Pre-inspection

We will share collaterals about the property and tenancy and respond (as applicable) to your brief inc. features and benefits of the property, indicative terms, rents, premises availability, lease term, and operational costs.

## Stage 2

### Inspections

Together 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 QE resources and associated benefits.

We will carefully talk you through the QE ways of working, key stakeholders involved, the level of service you can expect, and the timelines.

## Stage 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.

## Stage 4

### Negotiation

You are provided time to review and revert to our agent with feedback or a counteroffer to which we will respond with agreement or feedback within 24 hours. (Typically, correspondence is run by the agent and copied to the QE Asset Manager)

## Stage 5

### Agreement

QE will issue you a non-binding offer (no legal commitment formed) for mutual agreement.

## Stage 6

### All things legal

We will 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 F2F to finalise any outstanding points. QE will collate all documentation and attain all appropriate signatories, and register lease documentation.

## Stage 7

### Your Turnkey fit-out solution

If you wish QE to deliver the fit-out based on your fit-out requirements, we will coordinate with the contractor as required. You choose your level of participation and you will have the opportunity to sign off on all plans and costs (refer to "Your Turnkey Fit Out" solution.)

## Stage 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!

## Stage 9

### First 90 days

We will be with you all the way; with regular visits from the Property and Facility Manager, and the QE Asset Manager to ensure we are meeting your operational needs for a positive experience. Feedback is always welcome!

## Stage 10

### Duration of Lease

Your QE 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 enjoy your tenancy.

## Stage 11

### Vacation

Life is a long road. Should you need to exit the tenancy, we will work with you to achieve a smooth transition.