

# Renew or relocate?

Compare staying and reconfiguring with moving to another space. Use the same time period and business requirements for both options.

Company / project

Prepared by / date

Comparison period: from

Comparison period: to

Current lease ends

Renewal / notice decision deadline

People, workstations, space and growth needs

Operating needs: access, shipping, IT, location and work windows

Stay / renew: advantages and gaps

Relocate: advantages and gaps

Missing information, next actions, owner and due date

# Compare the full cost

Enter totals for the comparison period on page 1, including expected increases. Leave unknowns blank; use 0 only when confirmed. Avoid counting the same cost twice.

| Cost for the same period                           | Stay / renew (\$)    | Relocate (\$)        |
|----------------------------------------------------|----------------------|----------------------|
| Rent over the comparison period                    | <input type="text"/> | <input type="text"/> |
| Operating charges and utilities over the period    | <input type="text"/> | <input type="text"/> |
| Reconfiguration / fit-out and improvements         | <input type="text"/> | <input type="text"/> |
| Moving, packing and internal moves                 | <input type="text"/> | <input type="text"/> |
| Furniture, installation and reconfiguration        | <input type="text"/> | <input type="text"/> |
| IT, cabling and specialist provider work           | <input type="text"/> | <input type="text"/> |
| Old-space handover and decommissioning             | <input type="text"/> | <input type="text"/> |
| Lease overlap, storage and temporary space         | <input type="text"/> | <input type="text"/> |
| Downtime and internal staff time                   | <input type="text"/> | <input type="text"/> |
| Professional fees, permits and other costs         | <input type="text"/> | <input type="text"/> |
| Contingency budget                                 | <input type="text"/> | <input type="text"/> |
| <b>A. Subtotal of the costs above</b>              | <input type="text"/> | <input type="text"/> |
| <b>B. Less agreed allowances / credits</b>         | <input type="text"/> | <input type="text"/> |
| <b>Estimated net planning cost: A minus B</b>      | <input type="text"/> | <input type="text"/> |
| <b>Refundable deposits: cash needed separately</b> | <input type="text"/> | <input type="text"/> |

Totals are manual. Deposits are shown separately from cost. Add taxes consistently and confirm allowances, lease obligations and estimates with the responsible parties.