



is your office too small?



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thinking of moving, consider ...



Size and Purpose
how will you use the space & how big a space do you need



Location
what's the best option for your organisation



Costs
consider all costs, not just rent



Timing
what are your lease end/break commitments & what are your timescales



we explore all options

...to ensure you make the right decision

If your office is too small, then consider all your options before you decide.

- Are you planning for sustained growth, temporary growth spurts, M&A, etc
- Will you adopt hybrid work practices (a combination of WFH and working in the office)
- Will most of your team WFH or will they all work in the office
- Will you adopt a hot desk and meeting/collaborative zones workplace strategy, or will your team return to dedicated desks.

We are experts in helping organisations clarify and prioritise their occupational/workplace requirements based on their immediate and longer-term business plans. We help them make informed decisions and minimise their short term (property) costs and long-term liabilities.

To find out how we could help, just click the link below or call and speak to one of our experts. We would love to talk through all your options and help reduce the inevitable stress and worry of moving office.

However, if moving office is not your preferred option, take a look at the other options available to you.

contact us

main website



location, location, location. ... we know your perfect spot

When you're looking for a new location for your office remember, it's not just about price.

Consider:

- Your team's commute
- Accessibility to transport hubs and good parking
- Your clients' perception of your organisation
- What your premises says about your brand and your culture.

We have over 150 years' experience of helping clients find the best locations, on the best terms and advise them on the best fit-out for their budget and occupational requirements.

We know how to help clients make informed decisions, which meet their occupational and their financial requirements.

If you have started, or are about to start looking for new premises, then click the link below or call one of our team and we'll be happy to chat through all your options and help you find the perfect location for your organisation.

However, if moving office is not your preferred option, take a look at the other options available to you.

[contact us](#)

[main website](#)





navigating costs is never easy ... we'll make sure you have a firm hand on the tiller

Moving business is not just about rental costs ... that is just the tip of the iceberg. You might have to consider additional costs such as:

- Dilapidations on your existing premises
- Other contractual obligations
- Pre-acquisition surveys
- Fit out and broadband connectivity
- Moving costs and so much more.

The final bill could be far more than you bargained for, which is why we help you identify all potential property related costs, negotiate those we can and ensure your immediate and longer terms liabilities are minimised.

We do everything we can to ensure its full steam ahead for your organisation and that no unforeseen factors sink your ship.

If you would like to find out how to best navigate potential (property related) financial pitfalls, click the link below or contact one of our team and we'll be happy to work through all your options and secure the best terms for your organisation.

[contact us](#)

[main website](#)





when time is of the essence ... you can rely on us to keep our eye on the ball

Moving office can be a huge drain on your most precious resource: time. The process is often rushed, which leads to porous decision making, escalating costs and sleepless nights for senior executives.

Our team of experts can help reduce the pain, the costs and the time lost from protracted decision making – usually caused by lack of intel and/or experience of moving offices.

We let you focus on your day job by doing the heavy lifting when it comes to negotiating favourable terms (with both your existing and prospective landlord); dealing with your legal team and advising on the design and fitout of the new office, as well as on health and safety issues, the selection and installation of broadband and communication systems.

Our property acquisition team understands what an organisation needs when it's moving and how to get the best results. So, for further information on how we can save you time please click the link below, or contact one of our team and we'll be happy to explain how we can help you during one of the most stressful times for any organisation.

[contact us](#)

[main website](#)





cost management

Managing a commercial property portfolio includes monitoring and reviewing all costs and charges relating to the maintenance and general upkeep of premises. Identify them, ascertain what they are and what they are for, and price-match them. But don't just look at the £££, consider service, reputation and track record.



service charge

Costs of maintaining and repairing the property. What is covered by a commercial property service charge will differ from unit to unit, but tenants can typically expect a service charge to include items such as:

- **General interior or structural repairs**
- **Cleaning all areas**
- **Refuse and recycling collection**
- **Central heating**
- **CCTV security**
- **Air-conditioning systems**
- **Insurance costs**
- **Property management fees**



rent

Rent reviews are an integral part of commercial leases.

Typically, rent reviews happen every three to five years, but exactly when they occur will depend on the review clauses in the lease agreement.

In the UK, there are three common methods used to calculate the commercial rent:

1. **Open market - how much is the property's current market value**
2. **Periodic - the rent will be reviewed at intervals detailed in the lease, in line with the Retail Price Index (RPI)**
3. **Turnover - how much rent should be paid based on a business's financial turnover.**
Turnover-based rental values are used in the retail sector



utilities

Every organisation should review all its utilities' costs regularly/annually. Unlike domestic energy users, they are offered bespoke energy quotes to reflect the needs and consumption patterns of the organisation, which means that business prices will vary and shopping around pays dividends.

When checking your utility charges, pay particular attention to the unit cost and the standing charge, as they make the biggest difference to the amount you pay for gas and electricity.

- **Unit cost** - how much you will be charged for each kWh of energy used
- **Standing charge** - a daily amount that covers the cost of transporting energy to your premises and maintaining the National Grid

For the latest information on the average business energy rates, visit the [UK Power website](#).



business rates

Business rates are a tax on property applied to non-domestic premises.

Although your local council calculates and collects your business rates, they cannot change your rateable value or your multiplier - these are set nationally.

Whilst it can be difficult to change the amount you have to pay, you are within your right to challenge it. It might be worth speaking to a **Business Rates Specialist** - why not contact our business rates advice team today for an independent and informed opinion.



if you'd like to speak to us
about your options, then
contact us today



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