LEASE DECISIONS 2027

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Commercial Lease Expiration Planning Checklist

Count backward from your lease-end date

Your timeline is based on the actual month your lease expires - not January 1, 2027. Use this checklist to protect the time needed to compare renewal and relocation options.

8-12 MONTHS
BEFORE EXPIRATION

DEFINE, REVIEW, SURVEY & TOUR

- ☐ Confirm expiration date and notice deadlines
- ☐ Review renewal options and key lease provisions
- ☐ Define space, location, budget and business goals
- ☐ Identify what works - and what should change
- ☐ Survey the market and begin exploratory tours
- ☐ Establish the internal decision and approval team

6-8 MONTHS
BEFORE EXPIRATION

COMPARE & NEGOTIATE

- ☐ Tour the strongest relocation alternatives
- ☐ Request relocation and renewal proposals
- ☐ Compare complete projected occupancy costs
- ☐ Review layout, improvements, parking and timing
- ☐ Negotiate renewal and relocation options

4-6 MONTHS
BEFORE EXPIRATION

FINALIZE & IMPLEMENT

- ☐ Select the renewal or relocation strategy
- ☐ Finalize business terms and lease documents
- ☐ Confirm improvement scope and delivery dates
- ☐ Build the construction, technology and move plan
- ☐ Coordinate vendors and communications

ALREADY INSIDE THE RECOMMENDED WINDOW?

Start now. Confirm deadlines, identify nonnegotiables and prioritize the most realistic options.

DOES YOUR OFFICE LEASE EXPIRE IN 2027?

Request a confidential lease review | 203-356-9600 | choycepeterson.com