

TENANCY COORDINATION SERVICES

The Tenancy Coordinator shall oversee the activities of consultants, the Head Contractor and other contractors engaged by the Tenant in approving and carrying out tenancy works (namely the fitting out of lettable areas to the occupational requirements of the Tenant and the calculation and recovery of fees, costs and expenses payable by the Tenant to the Principal in respect of tenancy works), and, where necessary, it shall also coordinate these activities with the consultants, the Head Contractor and other contractors engaged by the Principal.

In particular the Tenancy Coordinator shall:

- a. Assist the Principal with the formulation of a project Tenancy Fitout Guide; and
- b. Chair small shops co-ordination meetings, convening such meetings as deemed necessary by the Tenancy Coordinator; and
- c. Where no Retail Development Manager has been appointed by the Principal, initiate and chair initial tenancy design meetings with tenants when instructed by the Principal. If the Principal requires the Tenancy Coordinator to assume the role of the Retail Development Manager, the Tenancy Coordinator shall be entitled to negotiate a separate fee for these services with the Principal; and
- d. Where the Tenancy Coordinator has not been requested to perform the services of the Retail Development Manager, the Tenancy Coordinator's attendance at the tenancy design meeting shall be limited to the initial meeting and one (1) only subsequent meeting. Additional meetings will be charged on an hourly rate basis; and
- e. Pursuant to items c) and d) above, prepare action statements for tenancy architect, small shops architect and builder arising out of tenancy design meetings and monitor and follow up actions within response time required; and
- f. Establish milestone and critical path schedules for tenancy pre-construction activities and liaise with the Head Contractor to co-ordinate tenant activities with Head Contract construction activities; and
- g. Review progress of leasing, tenant design, documentation and authority approval activities and recommend remedial action to the Principal whenever delays are envisaged; and
- h. Review tenant's submissions for conformity with the Project Tenancy Fit out Guide and seek the Principal's acceptance of such submissions prior to instructing the tenant; and
- i. Develop tenancy fit out completion sequence that will permit completion of all tenancies in accordance with programme; and
- j. Liaise with the Principal and tenants on issues affecting the construction programme, lease conditions and lessor/lessee cost apportioning; and
- k. Attend leasing meetings and assist the managing agent appointed by the Principal in respect to shop fit-out matters if and when required by the Principal but no more than twice for each retail tenant; and
- l. Administer cost recovery from tenants for fees, charges and building and services alterations including obtaining of quotation from builder and obtaining approval from tenants; and
- m. Regularly report to the Principal on the ongoing progress and status of tenancy co-ordination activities. Provide an independent monthly written report to the Principal regarding the status of tenancy works highlighting any foreseeable difficulties.
- n. Report to the Principal immediately any unresolved leasing issues that arises during liaison with tenants and/or their designers.