

Zeveassociates

COMMERCIAL SPACE ADVISORS
FOR TENANTS & BUYERS



About Tenant/Buyer Representation

From a historical perspective, tenant/buyer representation is relatively new. As recently as the 1980s, if you were looking for space, you wanted to renew your lease, or you needed help with corporate real estate planning, chances are you worked with a full-service broker or with a building's leasing agent. And, in fact, both of these — by tradition and by law — serve the interests of the owner. Today, tenant/buyer representation has gained world-wide acceptance as owners and managers of all types of organizations realize the importance — and the value — of working with people who stand for their interests exclusively.

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Guaranteed Objectivity

Finding and leasing the right space or purchasing the right building at the most favorable terms is a step-by-step process. Its success requires that in every stage, your interests are served unequivocally. When you're dealing with Zeve Associates, that's not a promise, it's a guarantee.

The reasons are clear: We don't own, manage or sell buildings, and we don't represent owners.

Tenants and buyers are our only clients. Representing tenants and buyers is our only business.



David J. Zeve: A Pioneer In The Field

In 1985, David Zeve established what shortly became the leading tenant/buyer representation firm in Pittsburgh, Pennsylvania. For the next 15 years, David J. Zeve Associates represented clients of all persuasions whose needs ranged from one local office to multiple locations throughout the United States and beyond.

In 2000, David sold his firm, and he and his family moved to Albuquerque and then to Newport Beach. For several years, David worked actively in the nonprofit area. He has been a board member and active leader in a range of community organizations in Pittsburgh, Albuquerque and Newport Beach.

David returned to real estate in 2006, and established his own firm, Zeve Associates, in Newport Beach, in 2007.

David Zeve is an EcoBroker and a Newport Beach member of Provisors. He is also a certified indoor cycle instructor; he leads one of the only indoor cycle classes that happens to be held outdoors!

Zeve Questionnaire for Strategic Schedule

We begin the lease or purchase process with a comprehensive questionnaire that enables you to pinpoint your critical needs, priorities and deadlines. From that questionnaire and face-to-face discussions, we outline your anticipated requirements and develop a Strategic Schedule. This document defines, in detail, what you need, when you need it, the tasks required to meet your goal, the deadline for each task and the people responsible for its completion. We monitor the Strategic Schedule continuously and update it as circumstances require.

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Our Knowledge of the Market Saves Your Time

At Zeve Associates, we use a wide range of computerized databases, ongoing market research and regular personal visits to identify qualified properties. On our inspection tours, we monitor building quality, assess changes in management, determine which properties favor which type of businesses and seek feedback from current tenants. We present this information to you in a consolidated format that includes comprehensive descriptions of each building and detailed maps showing each location. Thus, when you spend valuable time reviewing and touring properties, you see only those that can meet your specific requirements.



Detailed Proposals Defines and Clarifies

Once we understand your needs and objectives, we aggressively pursue each qualified building. To avoid miscommunication, we present a proposal, which defines the terms under which our client will lease or buy a particular space. Our proposal covers – as appropriate – lease or purchase terms, effective rental rates, usable versus rentable space (which can vary as much as 35% from building to building), HVAC operation (including overtime charges), operating and tax expense escalation terms (including escalation base year and historical data comparisons), parking, security, expansion, renewal, assignment and subletting and other areas as they apply to your needs.

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You'll Get Objective, Informed Comparisons

Some items in a proposal are easy to compare; most are not. Buildings have different strengths and weaknesses, and landlords, understandably, put the best face on what they have to offer.

Because of our extensive experience, we know how to uncover information not readily volunteered and how to establish common standards by which offers can be compared. For example, taken alone, costs per square foot are meaningless. To qualify such numbers, we add all estimated occupancy costs over the term of the lease, subtract any free rent and divide that number by the usable square feet. This total gives you an accurate representation of your true costs.

Our concise financial analyses and intangible comparisons identify the projected financial obligations succinctly and present the information in a detailed, easily understood format that simplifies the analysis process. Perhaps more important, our objectivity assures you of unbiased opinions, untainted by any conflict of interest. Our experience assures you that all

Our experience enables us to uncover all costs — no matter how well hidden or disguised. Thus, you can forget the unpleasant financial surprises that often face clients of both less experienced tenant/buyer representatives and of companies that serve both landlords and tenants. You can count on Zeve Associates to help you achieve the lowest possible occupancy expenses.



Everything Is Negotiable

Some landlords may insist that certain issues are not negotiable. We take nothing for granted, however, and that position has consistently led to better results for our clients.

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Zeve Promotes Good Tenant-Landlord Relations

Whether you've already signed a lease or you're looking to improve the terms of a renewal, you want the landlord to be on your side. That's why we're advocates – not antagonists – as we negotiate the terms of your lease.

When our job is complete, you'll know that you've received the best possible terms and that you and the landlord will be able to work together within a context of mutual respect.



Tenant/Buyer Representation

- Identify Client's Needs
- Create Strategic Schedule
- Prepare Market Analyses
- Develop Proposals or Purchase Offers
- Solicit Proposals
- Analyze Cost of Occupancy
- Summarize Building Intangibles
- Provide Financial Comparisons
- Negotiate Lease or Purchase Terms
- Enhance Negotiating Leverage on Lease Renewals
- Dispose of Excess Space
- Audit Operating Expenses



David J. Zeve

The Next Step

Whether . . .

- you need space now
- you're considering a move or renewal in the future
- you want negotiating leverage on your renewal
- you don't think your landlord has been passing through expenses accurately, or you simply want to learn more about Zeve Associates, we'll be happy to meet with you – with no obligation, of course.

Please call 949-759-6661 to schedule an appointment at your convenience.



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