

Extension Office Real Estate Options

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Poll Questions

Rent? Own? Build?

There is no single answer to whether you should lease or buy. You should make the decision based on your individual circumstances.

62% rent office space

38% own office space



Lease Considerations

Pro

- Location
- Predictable costs
- Focus time on our central mission

Con

- Negotiating terms
- Rent increases
- Receiving quality property management



Consider having LMC review your lease for risk at no cost. Whitfield & Eddy will need to 2 - 4 hours to review a lease.

Owning Considerations

Pro

- Fixed payment
- Property tax savings
- More control

Con

- Locked in
- Upfront costs are substantial
- Risk



Shop around for mortgage rates. Consider taking sealed bids.
Several legal requirements: public hearing, resolution, possible IRS filing.

Building Considerations

Pro

- Highly customized
- Long term partnerships

Con

- Lengthy process
- Capital campaign, donations



Familiarize yourself with getting contractor bids.
Develop a good relationship with your banker.

Pro Tip

Get a commercial real estate agent. No cost!



Process

*Form a building committee

Needs analysis

Research the market

Consider alternatives

Tour properties

*Prepare RFPs

*Indicates full council approval

Process

Analyze the pros and cons

*Select your finalists and have a contingency plan

*Review agreement terms

*Final negotiations

*Planning construction – know community building codes
it can make or break the process

*Indicates full council approval

The one given ... moving!

- Moving costs, time needed, lost productivity
- IT contract, lead time needed
- Signage
- Business cards/stationery
- Furniture



Remember your mission.

We're here to help.

IOWA STATE UNIVERSITY
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Questions?

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