



JAYKAY PROPERTY

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FREE CUSTOMIZED COMMERCIAL SERVICE

JK's approach to commercial services can reduce the complexities involved in setting up a new enterprise or moving to new office premises in Shanghai.

Our approach comprises **8** simple steps to your new office:

1. First Contact

During first contact, we will provide **JK's Commercial Relocation Form** for you to complete. The more information you provide for us, the better we can customize **YOUR** office search according to **YOUR** needs.

2. Pre-arrival Information

Based on your completed questionnaire, one of **JK's** professional consultants will get in touch with you. Besides addressing **YOUR** concerns and requirements, we will give you an overview of Shanghai and its property market. Even before your arrival, we will be contactable for advice or to answer any of your queries.

3. First Meeting

JK's first meeting with you will be a discussion session (approx. an hour) to talk about **YOUR** office search. Besides getting an understanding of your requirements in person, we will be able to explain the entire process in detail.

4. Office Search

YOUR office search should take not more than 3 days. One of **JK's** professional consultants will present you with a **Property Selection Booklet** exclusively tailored for you. Within this booklet, you will find a list of suitable properties, a map of Shanghai and our 'Setting Up In Shanghai' program. We will also conduct a basic orientation tour concurrently to help you familiarize with the city.

5. Negotiations

Once you decided on **YOUR** preferred property, **JK** will indicate to the landlord your intent. The landlord will then respond by providing an offer. From here, both parties will be involve in negotiating the terms and conditions in the Tenancy Agreement. We will always be at hand to assist you and ensure that the interests of all parties are accurately reflected in the Tenancy Agreement before the actual signing takes place.

6. Official Taking Over

JK will assist in expediting pre-move arrangements to ensure that property is in 'move-in' condition before the official taking over. On **YOUR** 'move-in' date, we will be present to assist in taking inventory and take notice of any defects. We will always be at hand to assist you and ensure that any outstanding inventory or defects are attended to.

7. Post-move Support

JK's mission is to maximize **YOUR** satisfaction by being service-orientated. We will always be at hand to assist on all lease and related matters throughout the tenancy period. Our tenancy management program covers tenancy expirations, renewals, re-negotiations, etc.

8. Official Return

On **YOUR** 'move-out' date, we will always be at hand to assist you and ensure that entire procedure goes smoothly minimizing ambiguity. **JK** will assist to ensure the prompt return of the security deposit.

These 8 Steps Are Specially Designed For Quality, Speed And Efficiency!