

SPACE ACQUISITION PROCESS



OKLAHOMA
OMES Real Estate
and Leasing Services

1. Customer submits a space acquisition request.

2. Space search and selection are conducted.

3. OMES teams engage in space planning and project planning meeting.

4. Negotiation of rates and improvements is conducted.

5. Construction estimates and quotes are provided, if applicable.

6. Lease agreement and OMES IS statement of work is approved and executed.

7. If applicable, inspections and permits are requested.

8. If applicable, construction work is conducted.

9. Network and physical security are installed.

10. Space walkthrough is conducted and then reviewed for acceptance and completion.

11. Physical move is conducted and customer takes occupancy of the new space.