

NEW PRACTICE CHECKLIST

WHO'S INVOLVED >>

Dentist
Lease Negotiator
Real Estate Broker
Equipment Partner
General Contractor
Architect/Designer
Insurance Partner
Financial Institution

CREATE A BUSINESS PLAN

What is Your Mission Statement? ✓

GETTING STARTED

Build Your Team ✓

Financing

➤ Pre-Approval and Commitment Letter ✓

Site-Selection

➤ Market Research and Space-Finding ✓

➤ Develop Real Estate Plan ✓

Lease Negotiation (Cirrus Consulting Group)

➤ Review Letter of Intent/Offer to Lease to ensure terms (financial and business) are fair and reasonable ✓

➤ Negotiate Terms of the LOI/OTL ✓

➤ Review Landlord's Standard Office Lease Agreement ✓

➤ Address terms of lease to reduce risk ✓

➤ Review final copy of lease agreement prior to execution (signing) to ensure consistency between terms negotiated and terms actually drafted in the agreement ✓

Pre-Inspection

➤ HVAC, Electrical, Mechanical and Building Services ✓

➤ Signage and Parking ✓

➤ Interview Contractor/Designer ✓

Zoning

➤ Permitted Use ✓

➤ Parking ✓

➤ Other By-Laws ✓

Insurance ✓

Preliminary Plan

➤ Request Floor and Site Plan from Landlord ✓

➤ Design Work ✓

CONSTRUCTION PROCESS

Bid Process

➤ Award Bid (selection of General Contractor) ✓

Discussion with Equipment Provider

➤ Finalize Equipment Order/Purchase Agreement ✓

Prepare Construction Documents

➤ Coordination Between Equipment Manufacturer/Architect ✓

➤ Signage ✓

➤ Landlord Approval of Plans (design, signage, etc.) ✓

➤ Apply for Permits ✓

Notice Period (if applicable)

➤ Inspection & Verification of Landlord's Work ✓

Construction Begins

➤ General Contractor to Manage Process ✓

➤ Installation of Equipment ✓

PREPARING TO OPEN

Pre-Marketing Activities ✓

Inventory ✓

Opening Day ✓