



21 Amazing Office Leasing Hacks

Handbook for
beginners.



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It always seems
impossible until
it's done.

21 Tips for Renting Your First Office Space

Here are some essential pointers that'll help get you started:

1 Decide If You Really Need One

Businesses used to always need dedicated offices in order to start their operations and survive. But plenty of entrepreneurs today could do just fine with just working from home offices or even co-working spaces. If you think your business could function in one of these alternative environments, you could save yourself a surprising amount of time and money.

2 Choose a Suitable Location: *(Perhaps somewhere easily accessible for you and your team)*

If it is absolutely essential for you to have a dedicated office space, then the location is likely your most important consideration when renting your first office space. You first need to ensure that the office will be close enough for your team members to commute. Or if you don't have a team just yet, choose an office that close enough to an area that's populated with potential talent.

3 Ensure That it is Easily Accessible for Others

You also have to keep your clients in mind when choosing a location. Is the office building you're considering easily accessible from freeways or public transportation? Will they be able to find it easily?

4 Think About What Amenities You Want Nearby

Another factor when renting your first office space that could impact your decision for a location--is its nearby amenities. Your team will likely appreciate an office that's at least somewhat close to restaurants, breakfast stops, and convenient stores. And if there are certain places you need to visit regularly for business purposes, like post offices or banks, you'll want those to be nearby those as well.

5 Have a Strict Budget in Mind

After location, cost is likely your next big concern. Don't choose an office that'll put your business too far into debt, which would stunt its growth. Crunch the numbers before you find a budget that will allow you to start off your business on the right foot.

6 Account for Extra Expenses

There are a lot of expenses that go into renting an office space. The actual rent is just part of it, when it comes to most properties. And those extra expenses can really add up if you don't account for them in your original budget. Make sure you fully understand what's included (and not included) in the quoted rent. Does the Landlord require you to pay for your own utilities? Phone and data? Maintenance and cleanliness? Make sure that all of these timid details are spelt out clearly in your leasing contract.

7 Make Sure the Lease is Crystal Clear: Bills, bills, bills!

Knowing what's included in your leasing contract is one thing, but the provisions that come with it, is another. Don't take your landlord's word that states some utilities would be covered, only to find out later that you'd be charged for them separately.

8 Find Out Who would be Responsible for Repairs

Repairs for your space can also bring a significant expense. If your landlord is responsible for those expenses, make sure they are willing to take care of them in a timely manner. But if you are, make sure there's some wiggle room into your budget.

9 Get Help From an Expert

The process of looking for office space can be overwhelming for one. But if you find a commercial real estate agent or broker who is familiar with the properties in the area, he or she can help you make the process a whole lot easier.

10 Find a Secure Building

The building itself should offer some amenities as well. To keep you, your employees and your equipment safe and secure, find out if the building has a security guard, a manned entryway and after-hours security.

Lease or Purchase

Is it better to Lease or Purchase Office Equipment?

Why should I opt for office equipment leasing companies?

There's a great advantage in opting for an office equipment leasing company. It saves you time and money! Also, there'll be no need to spend your bucks with renting a huge car or a truck to transport your office equipment from one place to another. Suppliers are available to help, to come around with the necessary instruments that would help with transportation. Just choose from the array of office equipment suppliers on the market nowadays, and you'll be good to go!

Tips to consider when searching for the supplier

The best thing to do is to search online. There are thousands of companies with professional expertise and services, which are ready to help you with transportation. Simply look up for their reviews and testimonials--- Were previous clients satisfied with the services provided by that certain company? Are there numerous potential clients now? Notice that a large number of potential clients are not randomly happening. If there's a great number of clients for the certain company, it generally means that the suppliers are more serious and are able to satisfy all needs.

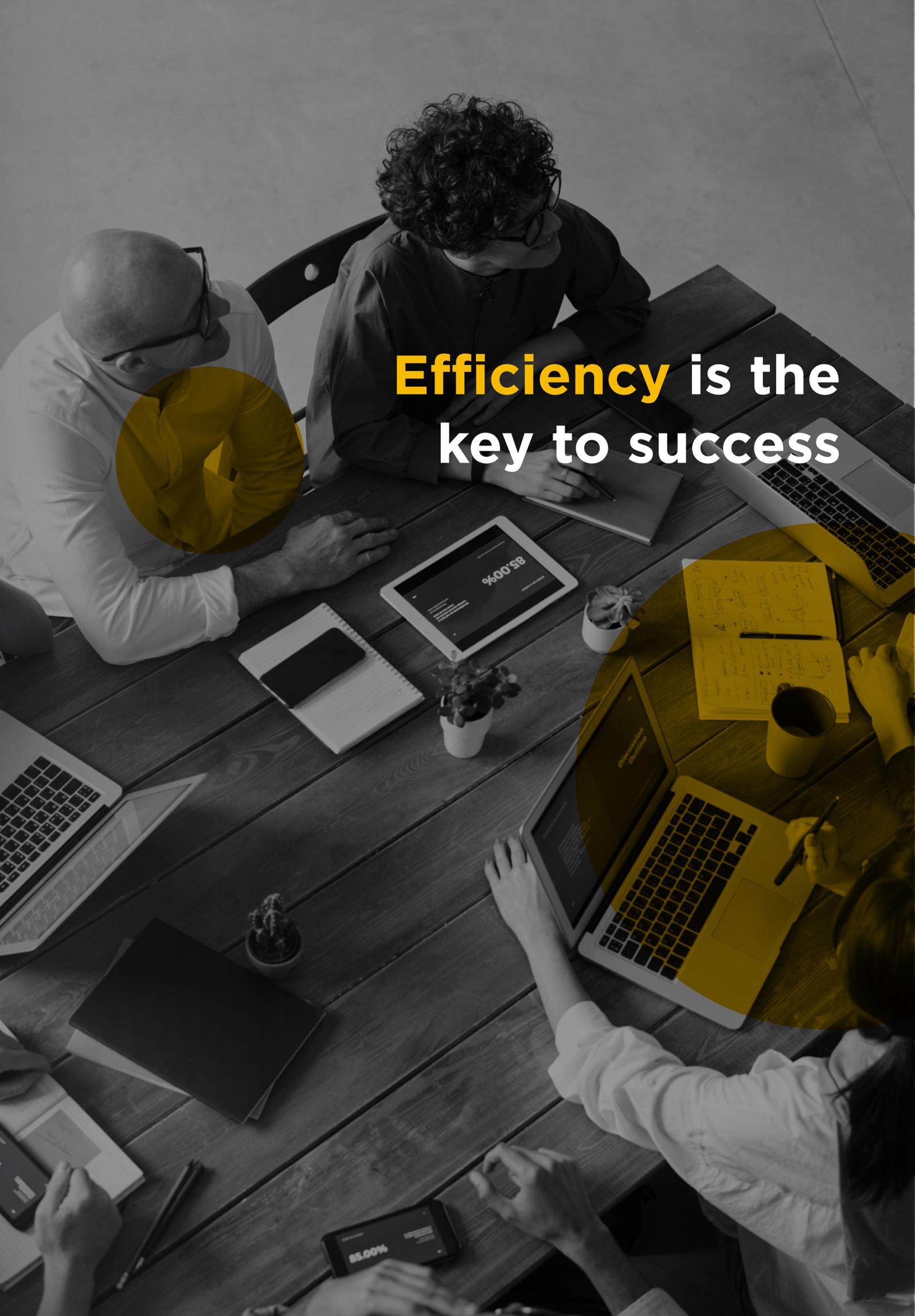
What is the best office supplier?

Find one that would help ease your burden, rather than add on to what's already on your plate. Make sure your supplier:

Could help you with transportation of the equipment with maximum safety, without causing any damage to any pieces of furniture.

Could provide excellent tips and recommendations in design and build.

Knows how to cooperate easily, and could extend support you and your company.



Efficiency is the
key to success

Types 

Types of Office Properties in Malaysia You Need to Know

Before renting your first new office, there are three types of properties that you should recognize which are all designed and optimized for commercial purposes. Though indeed, they have unique traits which set them apart from each other as well.

Our explanation below will help you get started in determining the sort of unit that would work best for you and your business.

The three types of offices are **SoHo**, **SoFo** and **SoVo**. Their differences are summed up as such:

SoHo (Small office, Home office)	Units that can be used as either offices or a home.
SoFo (Small office, Flexible office)	Units that can be turned into an office, a home, or both. They are coined flexible offices because a selected number of their units have breaking points in the walls to enlarge the space.
SoVo (Small office, Virtual office)	Units that can only be used for commercial purposes.

SoHo units are those that have a commercial title, but are used for residential purposes. This means that they are protected by the Housing Development Act (HDA) due to the fact that they have a standard Sales and Purchase Agreement (SPA).

The fact that there's no standard Sales and Purchase Agreement (SPA) for the SoFo's and SoVo's could be a source of concern for most prospective buyers. This is because they may find themselves in a situation without the protection of the Housing Development (Control and Licensing) (Amendment) Act 2007.

Any dispute that arises for the SoFo and SoVo units would have to be settled in the courts, based on the SPA signed by the buyer and seller.

But the one thing that these properties DO have in common is that they're all commercial-titled. This means that owners of these units must be prepared to pay the assessment, water, electricity and telephone bills based on commercial rates--which are generally higher than residential rates.



1 SoHo (Small office, Home office)

In most cases, young singles, newly-weds and budding professionals opt for SoHo units as it would provide them the convenience of being able to incorporate their living area with their work space.

These strata-titled properties (separate Individual Titles issued to units of houses, apartments or offices within a development that shares common facilities such as gated & guarded communities, security, car parks and facilities governed by a common owner) on commercial land can function as both a home and a workplace.

Their modest sizes are the result of a convergence of economic and lifestyle considerations. SoHo's don't need large floor areas thanks to clever interior designing innovations that allow much to be made from small spaces.



2 SoFo (Small office, Flexible office)

Much like its name, a SoFo is a small unit that offers owners greater flexibility in terms of how they'd decide to use their space – be it for residential, or commercial purposes, or both.

Every unit has an internal partition (a wall that can be broken down; your choice) and therefore provides the occupants a flexibility to customise or to fit-out their units as they please.

Owners can also opt to buy two units side-by-side and create an internal connection if they wish for more space.



3 SoVo (Small Office, Virtual Office)

A SoVo is a small office that comes fully-equipped with telecommunication and infrastructural facilities that allow for immediate business start-ups.

As they're not allowed for human dwelling, it's important to note that this type is only for commercial use, and the users will not have the right to stay overnight in the property if the management does not allow them to.

Rental Rates

Estimated Office Rental Rate in Klang Valley, Malaysia

(an overview of what its like!)

Depending on the location, some of the rates that you could expect when renting an office space are as follows:



Note that the location is just one factor that determines the starting price of an office space rental. Another factor includes the type of building. Commercial buildings tend to enjoy a more premium rental rate, especially if they are in strategic locations with state-of-the-art facilities.

Managed Offices: What are they?

Managed offices are also known as **serviced offices**. And just like the term 'serviced apartments', serviced offices are corporate units that are fully equipped and managed by a facility management company-- also known as an office provider-- which then rents individual offices or floors to other corporations or organizations.

Companies that provide serviced offices are able to offer more flexible rental terms, as opposed to conventional leased offices which may require furnishing, equipment, and more restrictive leases.

The space and arrangements for managed offices are normally more flexible, allowing for additional space to be allocated at short notice, should the size of an individual business change. Serviced office providers often allow tenants to share reception services, business machines and other resources, providing a large amount of reduced costs and access to equipment which may otherwise be unaffordable.

In the long run, managed offices could benefit companies by encouraging them to save time in scouting for units, hiring manpower, and also the capital cost that would be required to put the facilities together-- such as the receptionist desk, vending machines, the office pantry, and many more.

Opting for a managed office in Malaysia also has a great advantage in letting companies grow with better cash flow, hence they could find themselves not having to spend as much money on refurbishments because-- yup, you guessed it right-- it comes fully furnished.

By providing businesses with access to a workplace, technology, and people central to its operations, managed offices can be considered a type of virtual office that becomes a central component to the flexible workspace industry.

Renting Office Spaces in Malaysia

1 Can foreigners rent property/office spaces in Malaysia?

Yes. Malaysia is one of the friendliest and most hassle-free countries in the Asian region for foreigners and expats who are on the lookout to acquire properties. There is no limit on the number of residential properties a foreigner can purchase, and aside from certain rules and restrictions, the entire buying process for a foreigner is the same as a local buyer.

2 Is a property agent necessary?

The answer depends on the type of office space you decide to rent. If you are going for a managed offices, it is usually pretty easy to get it done yourself as it just boils down to selecting the right package that best suits your business needs.

If you are in need of a proper, full-sized business office space on the other hand, then a property agent would come in handy because they would be able to show you several different options to help speed up the process alongside negotiating and securing the best deal for you and your company.

3 I've heard of different terms that describe square footage, but never understood what they exactly meant. What are they, again?

Whenever you want to opt to rent a small office, 3 main terms that you need to know and understand are: USF, CAF, and RSF.

USF: USABLE SQUARE FOOTAGE

USF is initially the calculated square footage of your office space. This includes the actual office space, desk space, stations and any other area you'll be working in.

CAF: COMMON AREA FACTOR

CAF is a percentage of shared space within a multi-tenant building that you will need to pay for, in addition to your usable square footage cost. This includes the space reserved for restrooms, pantries, lobbies, mechanical, storage rooms, break rooms, hallways and many more.

RSF: RENTABLE SQUARE FOOTAGE

Office rent is often calculated yearly and then divided into monthly increments. The cost for RSF is calculated, and this total is the amount of rent paid by you. In a nutshell, RSF is the total of the usable square footage and the portion of common areas that you are responsible for. Exceptions to this rule are executive suites which are not necessarily based on square footage, but are usually priced on a per month basis.

4 Keeping the operation of my business is one thing, and taking care of my employees happiness in my office space is another. What other aspects do I need to consider when coming up with my new office space?

- The Interior design
- Parking facilities
- A suitable location
- Ample amenities
- Repairs
- Security of the neighborhood

5 How about managed offices, or coworking spaces? Is that a good idea?

Absolutely! Managed offices and coworking spaces are a category of office space in which multiple companies or individuals utilize shared space or private office suites. It is serviced by a coworking provider, with shorter, more flexible terms than offered by traditional office leases. Check out H Space, an end-to-end solutions company that could help you build your dream office in no time.

6 What's a Lease Term

The length of the contract period for an office lease.

7 What's a Net Lease

A lease type, seen in a variety of commercial real estate situations, that is among the most commonly seen. In this lease type, the tenant pays for a proportionate share of the building's CAM (Common Area Maintenance) and tax cost in addition to fixed rent.

8 What's HVAC?

A frequently used abbreviation for heating, ventilation, and air conditioning.

9 What's the difference between 'Master Title' and 'Strata Title'?

Two of these are known as the title deed which denotes the owner of a property. Master Title means that unit developer itself is the rightful owner. It uses a temporary Deed of Assignment (DoA) lodged at high court to assign rights of a property over to a purchaser.

The Strata Title means that the purchaser is the rightful owner. It uses a Memorandum of Transfer (MoT) to change the owners name on the property title deed at the Land Office.



Contact Us 

What we do

We build managed offices that are fully equipped and catered from sourcing the property to the workplace's design, fit-out, and daily operations, all tailored based on your corporate's brand, needs and interests.

H Space believes in creating comfortable and healthy workspaces to increase your wellbeing and productivity. With a seamless user experience, we offer services from personalized managed offices, flexible coworking spaces and also event and meeting spaces.

We provide the exceptional service we'd want to experience ourselves. So contact us now; we'll be on standby to answer your questions.



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