

Leasing Process & Resources Guide

Introduction Welcome to Riviera Point Miramar! We've designed this guide to simplify the commercial leasing process and help you secure your ideal office space with ease. Below you'll find a clear breakdown of each phase, along with useful resources to support your journey.

Links:

- [Riviera Leasing Application](#)
 - [City of Miramar Business Tax Receipt Commercial Application](#)
 - [Broward Local Business Tax Receipt](#)
 - [City of Miramar/Building Division Zoning Certificate](#)
 - [Licensing requirements](#)
 - [Leasing process](#)
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Phase 1: Initial Inquiry & Needs Assessment Objective: Identify your business requirements and initiate contact.

Steps:

1. **Define Your Needs:** Determine your desired office size, layout, and amenities.
 2. **Budget Planning:** Consider rent costs, utilities, and maintenance fees.
 3. **Contact Us:** Reach out to our leasing specialists via:
 - Online inquiry form
 - Direct email or phone contact
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Phase 2: Property Tour & Evaluation Objective: Visit available spaces and assess their suitability.

Steps:

1. **Schedule a Tour:** Book a visit through our online form or by phone.
 2. **Prepare Questions:** Ask about utilities, amenities, parking, and security.
 3. **Evaluate the Space:** Consider the layout, natural lighting, and overall atmosphere.
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Phase 3: Application Submission Objective: Submit required documentation to proceed with your lease.

Steps:

1. **Download and Complete the Application:**
 - Fill out the Commercial Lease Application in full.
 2. **Prepare Supporting Documents:**
 - Valid Government ID for all principals
 - Last two years of business tax returns
 - Bank reference letter
 - Personal and business references
 3. **Submit the Application:**
 - Upload via our secure portal (if available)
 - Email submission
 - In-person drop-off at our leasing office
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Phase 4: Zoning & Certificate of Use Objective: Ensure your business complies with local zoning regulations.

Steps:

1. **Download the Zoning Certificate of Use Form.**
 2. **Complete the Form:** Ensure your business address matches the lease location and confirm intended business use aligns with zoning rules.
 3. **Submit the Certificate of Use:** Follow instructions for submission to the appropriate zoning office.
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Phase 5: Lease Negotiation & Agreement Objective: Finalize lease terms and prepare for move-in.

Steps:

1. **Review the Lease Terms:** Key points include rent structure, maintenance responsibilities, and utilities.
 2. **Negotiate Terms:** Address any concerns or request adjustments as needed.
 3. **Sign the Agreement:** Provide the required deposit and complete all paperwork.
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Phase 6: Move-In Preparation Objective: Ensure a smooth transition to your new office space.

Steps:

1. **Coordinate Logistics:** Work with property management for move-in schedules.
 2. **Arrange Utilities & Services:** Set up phone, internet, and cleaning services.
 3. **Prepare Your Space:** Organize furniture, signage, and team setup.
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Contact Us for Assistance If you have any questions throughout the leasing process, our dedicated team is here to help. Contact us via:

- Phone: 954-377-9174
- Email: mjimenez@hsdholdings.com
- Visit Us: 7971 Riviera Blvd., Suite 207, Miramar, FL 33023