



AFTER THE LEASE. WHAT COMMERCIAL TENANTS SHOULD KNOW AFTER SIGNING A LEASE

WRITTEN BY HEBRON REALTY
BROOKLYN | NY

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WHAT TO DO AFTER THE INK DRIES

POST-LEASE SIGNING GUIDE FOR OFFICE & RETAIL TENANTS IN NYC

1. SCHEDULE A KICKOFF MEETING WITH THE LANDLORD/PROPERTY MANAGER

- Clarify points of contact (e.g. building manager, superintendent, emergency contacts).
- Review the timeline for possession, access, and any landlord-delivered work.
- Discuss onboarding procedures: building rules, deliveries, logistics.

2. CONFIRM CONSTRUCTION & BUILDOUT DETAILS

- Review and finalize construction drawings (if applicable).
- Set key dates: permits, start of construction, inspections.
- Clarify who is responsible for what: landlord vs tenant scope.
- Understand filing requirements for DOB (Department of Buildings), especially for retail.

3. COORDINATE INSURANCE REQUIREMENTS

- Review lease insurance provisions.
- Obtain COI (Certificate of Insurance) with proper endorsements.
- Share the COI with landlord/building management before move-in or construction begins.

4. UNDERSTAND BUILDING ACCESS AND OPERATIONS

- Request access cards/keys/fobs for team.
- Understand loading dock hours, elevator access, and freight elevator policies.
- Ask about move-in scheduling and building supervision.

5. SET UP UTILITIES & SERVICES

- Confirm who pays for and sets up electric, gas, water, HVAC.
- Initiate setup with providers (e.g. ConEd, National Grid).
- Ensure billing is transferred to tenant's name.

5. SET UP UTILITIES & SERVICES

- Who is responsible for cleaning (tenant vs building)?
- Review garbage/recycling policies, pickup days, and procedures.
- Ask about pest control requirements (especially for food-related tenants).

6. CONFIRM CLEANING, WASTE REMOVAL & JANITORIAL

- Who is responsible for cleaning (tenant vs building)?
- Review garbage/recycling policies, pickup days, and procedures.
- Ask about pest control requirements (especially for food-related tenants).

7. REVIEW SIGNAGE & BRANDING GUIDELINES

- Understand what's allowed on facade, window, or lobby signage.
- Submit proposed signage plans for landlord/building approval if needed.

8. PERMITS, LICENSES & CODE COMPLIANCE

- For retail: Ensure you have applied for necessary business permits (DOH, FDNY, etc.).
- Understand any Certificate of Occupancy (CO) issues, including pending changes.
- Fire alarm tie-ins, egress compliance, and accessibility requirements.

9. DIGITAL SETUP & TELECOM

- Coordinate with IT/telecom provider early (Verizon, Spectrum, etc.).
- Run cabling before construction finishes if possible.
- Ask about rooftop/antenna access if relevant.

10. DOCUMENT EVERYTHING

- Keep digital and printed copies of:
- Final lease and any amendments
- Approved floor plans
- COIs and permits
- Contact sheets and emergency protocols

SMALL TEAM, BIG REACH.



WE SERVE OUR TENANTS, NOT OURSELVES. HOW CAN WE HELP?

At Hebron Realty, we utilize the same cutting-edge tools as the largest brokerage houses to ensure your business finds the right space at the best terms. While larger firms handle a high volume of transactions, we take a more personalized approach, giving your search the focus and expertise it deserves. A principal broker is directly involved in every step of your leasing journey, ensuring hands-on guidance from start to finish.

We go beyond traditional searches by leveraging direct landlord outreach, deep market analytics, and extensive industry connections to identify spaces that truly fit your needs. Our resources include trusted data sources like ARGIS, Moody's CRE REIS, Placer.AI, Pictometry, CREPI, and CoStar, providing access to exclusive, non-public market insights. Through our nationwide network of brokers and landlords—including groups like CCIM and SIOR—we uncover off-market opportunities that others may miss. When you work with us, you get more than just listings—you gain a strategic partner dedicated to securing the best possible deal. From market analysis and lease negotiations to ensuring the space meets your operational needs, we handle the complexities so you can focus on running your business.

Let us take the burden off your plate by delivering curated space options, comprehensive market data, and expert negotiation—all tailored to help you secure the ideal location. Your business deserves more than just space—**it deserves the right space.**

YOU RUN A BUSINESS, NOT A REAL ESTATE COMPANY. THAT'S WHERE WE COME IN. WE HANDLE THE COMPLEXITIES OF LEASING SO YOU CAN STAY FOCUSED ON WHAT YOU DO BEST. LET'S GET TO WORK.

DATA AND MEMBERSHIP



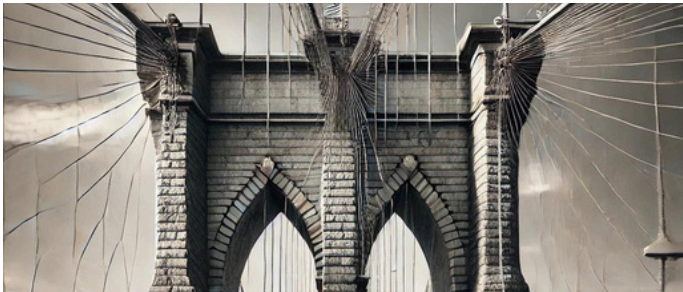
TENANTS WE HAVE WORKED WITH



OUR TEAM

ROBERT **HEBRON**
SIOR, PRINCIPAL BROKER

Robert began his real estate career in the 1990s in Marin County, California. A technology pioneer, he used early computers to create listing brochures for clients and colleagues. With over a decade of membership in SIOR, Robert brings unparalleled experience to the industry. As an expert in transaction management, Robert specializes in closing complex, multi-year transactions. His extensive consulting background has equipped him to represent Landlords in transactions with high-profile clients such as DMV, NYPD, GSA, WCB, and Starbucks.



ROB **HEBRON**
CCIM, SIOR
PRINCIPAL BROKER

Rob is a data-driven CRE expert with 17 years of experience in leasing. Combining market insights, area analytics, and cutting-edge technology, he brings a forward-thinking approach to CRE strategy. As an early adopter of AI applications in commercial real estate, Rob integrates big data into decision-making, empowering landlords with precision-driven insights. He closely tracks evolving work-from-home (WFH) and hybrid trends, ensuring landlords position their properties effectively in the shifting office landscape.



37+
Total years combined experience in real estate brokerage and advising



2MM+
SF of closed leases



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