

Guide to Finding an Office Space for Rent in Jakarta / Central Jakarta

Leasing an office is a major consideration that most new organizations will make.

We have prepared this manual for help business people to find a place for their business in addition to getting support services during business set-up as well as during actual operations.

From this guide, you will learn:

Part 1: Defining Your Requirement	Part 2: Searching for Office Spaces	Part 3: Evaluating your Options	Part 4: Negotiating Contract Terms
Taking the opportunity to plainly lay out your needs will make the process easier and spare you from future migraines.	When you have identified your requirements, it is currently time to look around for an office space.	You ought to have a rundown of possible office areas at this point. Your objective here is to eliminate some of your options and shortlist the remaining ones.	The objective here is to secure an agreement with amiable terms.

Download a FREE PDF version of Guide to Finding an Office Space for Rent in Jakarta/Central Jakarta. You may use this whenever you may need it.

Part 1: Defining Your Requirement

Taking the opportunity to plainly lay out your needs will make your process and spare you from future headaches. Be that as it may, before you characterize your necessities, inquire as to whether you require an office right now.

Here are the top things that you would need to decide before you start looking for workplaces:

Decide How Much Space You Need

A decent general guideline to take after while assessing office space necessities is to spending plan 10-25 m² per office specialist.

Refer to the table underneath for normal office space prerequisites for particular zones. Note that these are just estimates and can either go up or down contingent upon your particular circumstance.

You will likewise need to consider your development budget and time in your evaluations. Since lease contract lengths might traverse years, Businesses will ordinarily dispense an extra 10-20% of space from their present needs to represent future development.

Areas	Estimated Space Requirement
For employees	
Employee Workstation	8-12 m ²
Manager's Office	12-18 m ²
Executive's Office	18-24 m ²
Director's Office	24-28 m ²
Managing Director / President's Office	28-40 m ²
Specialized Areas	
Small Meeting Room (2 to 4 people)	9.82 m ²
Large Meeting Room (4 to 8 people)	22 m ²
Board Room / Conference Room	47.5 m ² up
Reception Area	73.95 m ² (include with Lobby area)
Lunch / Break Room/ Pantry	58.65 m ² plus
Server Room	13.66 m ²

Choose a Budget

You would need to choose a financial plan, while additionally considering in different costs that you might cause, for example, moving costs, enhancements, repair and upkeep, furniture hardware buys, and stopping.

Guarantee that you have enough budget to cover advance payment for rent end of lease contracts are normally required with penalties. According to the Little Book of Real Estate Definitions Asia Pacific by Jones Lang LaSalle, average lease terms is from 3-5. Landowners might likewise collect a deposit fee and advance payments (commonly to cover 2 months each).

Lease Term	Rental Payments				
Typical lease length	Frequency of rent payable (in advance)	Rent deposit (expressed in x months rent)	Statutory Right to Renewal and Service Charge	Basis of Rent Increases or Rent Review	Frequency of Rent Increases of Rent Review
3-5 years	Quarterly	2 months	Yes	Fixed 10%-15% increase of market rental value	Annually or at renewal

Service charges, Repairs, and Insurances		
Internal	Common Parts (reception, lifts, stairs, etc.)	External/Structural
Tenant	Landlord charged back via service charge	Landlord charged back via service charge

Taxation		
Building Insurance	Local Property Taxes	VAT Payable on Rent
Landlord charged back via service charge	Landlord	10%

Disposal of Leases		
Assignment/sub-letting	Early Termination	Tenant's Building Reinstatement Responsibilities at Lease End
Generally accepted (subject to landlord approval)	Only by break clause with penalties	Original condition allowing for wear and tear

In the event that a long rental arrangements does not apply to your present situation then consider alternatives on conventional office choices. These choices might be perfect for organizations that require adaptability.

<<<< Go to traditional office alternatives >>>>

Investigate Possible Locations

Jakarta is home to numerous business industries and you have a great deal of slack here in picking your organization's future home. However, recall that location plays a key factor in decision-making so you need to contemplate on these topics when evaluating your requirements:

Accessibility

Your office must be in a location effectively available to everybody who will utilize it your workers, as well as your customers and suppliers.

Closeness to Other Businesses

Being near different organizations might give positive and negative results depending upon your industry.

Brand Image

The location you set up in would influence how others would see your business. Picking a Grade A working amidst a prevalent CBD would have an alternate impact from leasing in a mid-range grade working in the edges of the Central Business districts.

Submarket	AVG Asking Rent 2Q15 IN IDR / SQM / MO	AVG Asking Rent 2Q15 IN USD / SQM / MO
Kuningan City		
Sudirman		
South Jakarta City		
Jakarta Pusat		
Jakarta Selatan (South Jakarta)		
Khusus Ibukota Jakarta		

Disclaimer: Above rates are based on average industry prices as of December 2015 and are not reflective of any specific serviced office providers.

Part 2: Searching for Office Spaces

When you have characterized your requirements, it is currently time to look around for an office space.

Your objective for this activity is to make a short rundown of properties that matches or about fits your requirements from Step 1. Keep in mind as far as possible yourself to only 1 or 2 conceivable areas. It's great to have good options that are accessible.

You can either hunt down properties all alone or work with an expert representative. Both choices has its upsides and downsides as takes after:

Working with a Broker

An expert representative might spare you time looking. Agents in Jakarta can tap their network to immediately furnish you with a rundown of properties (counting properties that are not recorded openly) that fit your prerequisites.

Other than the time reserve funds, proficient representatives can offer you better some assistance with navigating the business sector and answer whatever inquiries that you might have.

DIY Search

You can hunt down properties all alone on the off chance that you would prefer not to draw in a representative or even in coupled with your agent.

One advantage of doing this alone is the likelihood of getting rebates. Property proprietors might in some cases give rebates in the event that you go direct to them since they don't need to pay brokers' charges; in spite of the fact that this is a more across the board hone with regards to buying properties.

You can search for properties utilizing the accompanying sources:

Your own system: Always begin your hunt in your own particular system or basically post in Facebook. There's a decent risk that somebody might know somebody that can point you in the right requirement.

Having a typical system is normally done while doing bargains in Indonesia, and this can mean a smoother exchange.

Online and Offline Classified Ads: Look at both online and offline from the net promotions as a few properties may not be recorded in both mediums. Most mainstream daily papers here charge an expense when posting properties in logged off advertisements while a few individuals are still careful to post on the web.

List of Online Classified Ads Site

- Lamudi Indonesia
- Iproperty
- Rumah 123 Jakarta

Part 3: Evaluating your Options

You ought to have a rundown of conceivable office areas at this point. Your objective in this stride is to remove some of your alternatives and rank the staying ones. You should give distinctive weights to your prerequisites keeping in mind the end goal to rank your choices. It would be simpler on the off chance that you do this in a spreadsheet.

Here are the things that you would need to consider in assessing your choices.

Space Layout

The design of the space ought to be suitable to your business operations. Would you require an extensive boardroom space or big offices or maybe private meeting rooms?

Observe where the electrical and information outlets are as these might impact the genuine format of your office.

Framework

Things to pay special mind to here are:

- Air-conditioning/heating
- Lift Access and stairs
- Light installations and electrical plugs
- Probability of web and telephone associations' versatile sign
- Existing changes to the space
- Parking in the building
- 3in1 zone

Availability and Location

Answer these taking after inquiries keeping in mind the end goal to evaluate the openness of the workplaces in your rundown:

- What are the diverse driving and driving options that individuals might take? Are there option courses?
- Are there abundant parking spot in the building and adjacent areas?
- How is traffic at various times of the day? Contrast this and your normal time when your customers will undoubtedly go to your office.
- Is the region safe amid ahead of schedule mornings and late night? Critical in the event that you have late work schedules and/or burial ground moves or anticipate that representatives will once in a while go on overtime.
- What are the organizations in building and adjacent CBD locations? Would they be an impediment to my business or are there conceivable coordinated business opportunities?

Costs (Rental Fees and Extra Charges)

Other than the rental expenses, your landowner might charge you for support costs, protection charges, property dees, and even lease for basic/shared spaces, (for example, kitchens, bathrooms, and so forth..)

Additionally figure required changes for the space as a major aspect of your count.

Contract Terms

Check the agreement terms for the accompanying things:

- Contract Length: to what extent is the base or most extreme contract length?
- Rental Price: what amount would they say they are requesting rent? Is it modest or high contrasted with close-by properties?
- Rent increments: is there a rental increment stipulated in the agreement? At the point when and what amount?
- Occupant enhancements: who pays for inhabitant upgrades?
- Extra expenses: are there whatever other expenses stipulated in the agreement?
- Subleases: would you say you are permitted to sublease?

We will be talking about these in the following part.

Part 4: Negotiating Contract Terms

After further assessing your choices, it's currently time to take a seat with the landowners of your most favored area/s. The objective in this stride isn't to just secure an agreement, yet to secure an agreement with amiable terms.

Keep in mind that the introductory contracts given out by your landowners were drafted by them and in all likelihood contain ideal to them. There's always a space for arrangement, in spite of the fact that you're haggling force will generally be managed by whether the business sector is hot or cold.

The following are the real terms of a lease get that you can consider arranging:

Contract Length/Lease Term	Rental Fee and Increases	Occupant Improvements	Subleasing
The length of your lease contract (now and then called "lease term") will have a noteworthy ramifications for your business.	Most landowners wouldn't move on rental charges, exceptionally if the range has high inhabitation rates.	Changes are any adjustments to the lease property that expand its worth. Redesigning, remodels, and increases can be considered as upgrades.	Attempt to arrange for the privilege to sublease the property to give you more adaptability.

Contract Length/Lease Term

The length of your lease contract (now and then called "lease term") will have a noteworthy ramifications for your business. A shorter lease will give you more adaptability to react to changes. For instance, you may require more space sooner than anticipated because of development. Then again, a

more drawn out lease term is positive to secure a decent area and lower rates for a more extended period.

Settling on the right contract length is hard since there's dependably instability with regards to business. On the off chance that your business and area works out well for you, then you might need to stay for quite a while. Notwithstanding, a five year lease will be a weight if your business doesn't develop as anticipated.

Organizations more often than not support shorter lease terms while landowners are just for a more extended lease since it guarantees an unfaltering stream of wage for them. Proprietors may will to trade off on different terms, for example, paying for occupant changes and extra expenses, in case you're agreeing to a more drawn out lease.

A decent tradeoff is to arrange for a shorter beginning lease (1-2 years) with different choices for restoration (another 1-2 years, 3-5 year terms, or different courses of action). The main disadvantage here is that your landowner will in all likelihood build the rent on your reestablishment; however this may be a little cost to pay if your business is at present working with loads of vulnerability.

Rental Fee and Increases

Most landowners wouldn't move on rental charges, exceptionally if the range has high inhabitance rates. It will regard benchmark costs of comparative properties in the range to get the best arrangement.

An expansion in rental charges is typically incorporated into the agreement as a yearly increment or upon reestablishment. On the off chance that your proprietor requests to keep this proviso, then you can attempt to arrange as takes after:

- Put a greatest top to minimize the expansion
- Concede the expansion to a last period by waiving the increment in the initial couple of years or in ensuing restorations.

Occupant Improvements

Changes are any adjustments to the lease property that expand its worth. Redesigning, remodels, and increases can be considered as upgrades. What might constitute as changes should be examined with your proprietor and will be stipulated in the agreement. Any enhancements done to the property will be considered part of the gathering and possessed by the proprietor.

Either occupants or proprietors can pay for required changes. You can typically arrange for the landowner to take care of everything (or part of the bill) in case you're agreeing to a more drawn out term. Landowners can once in a while take care of everything forthright or markdown the expense of your enhancements in your rental installments.

Subleasing

Attempt to arrange for the privilege to sublease the property to give you more adaptability. Along these lines, you can lease unused space on the off chance that you rented a bigger property for future development.

Summing Up

Getting an office is an immense venture so ensure you require one preceding seeking. Investigate elective choices first before you submit subsequent to your accounts will be tied up after marking the agreement.

On the off chance that you truly do need one, then recollect to take after our progressions from as nitty gritty in this aide. Never forget that you won't not get the ideal space that fits every one of your prerequisites so it's imperative to have a few choices lined-up.

It's alright for you to go at it all alone, however do consider working with experts to spare time and guarantee you get a good arrangement.