



**Swindon**  
Property

---

**OCCUPIER SERVICES**

TENANT REPRESENTATION

Designing property solutions for tenants  
for business advancement.

An International  
Associate of Savills



# About Swindon Property

**Swindon Property is a leading commercial and industrial real estate organisation and the commercial associate for international real estate advisor, Savills, for sub-Saharan Africa.**

---

Founded in 2006, Swindon offers client advisory and representation services to owners and tenants, with specialised emphasis on leasing, acquisition, sales, valuations and management of property across the commercial, retail and industrial sectors. Our comprehensive and integrated property services are supported by our national team with representation in all major provinces.

Our services are led by an experienced team of experts with unparalleled local market knowledge, offering bespoke, comprehensive strategies to create value across all commercial real estate classes in South Africa and sub-Saharan Africa. We create property solutions and source new opportunity aligned with our clients' investment objectives. Dynamic marketing, progressive infrastructural tools and streamlined processes allow us to meet our clients' property needs efficiently and successfully.

Swindon's associate agreement with one of the world's leading multi-sector property companies, Savills facilitates our global real estate market access to more than 600 offices and associates in 70 countries. This association further advances inbound and outbound business for Africa, whilst offering the expertise, relationships, specialised skills and best practice from one of the world's leading real estate companies.

Swindon connects people and property. From start-ups to global firms, our clients span a wide range industries.







Swindon provides a complete set of occupier services intended to drive value and business improvement for our clients. Our expertise is delivered seamlessly to reduce costs, mitigate risks, and enhance the efficiencies of your work space. Most importantly, we will provide you with the right occupancy solution that aligns your property needs with your business strategy, financial goals and operational objectives.

**Therefore, we evaluate our clients' businesses to make property an asset that houses operations, attracts and retains top talent, promotes creativity and collaboration, and supports the company mission and brand.**

As a tenant, sourcing and securing new premises can be challenging. The same goes for renegotiating and renewing existing agreements with landlords. Swindon's knowledge of market trends and unrivalled experience in transaction negotiation ensures the playing fields between tenant and landlord are levelled.

**Our strategic advisory & transaction services across all property types include:**

- / Lease advisory including acquisition, disposition and subleasing
- / Lease agreement and management including negotiations, renewal, administration, payments and market rental audits
- / Facilities and maintenance management
- / Workspace enablement

## Lease advisory

---

Our team gains an in-depth understanding of your business and property needs. We analyse current and future space requirements with our design team, identify staff access and transportation requirements, strategic positioning for clients and budget parameters.

We source options to match the brief, helping tenants to make an informed decision. Once the alternatives have been shortlisted, our team uses their skills to negotiate the best possible terms for the tenant.

## Lease agreement and management

---

Swindon guarantees that a legally binding agreement is drawn up to safeguard the landlord and tenant by carefully identifying and explaining all applicable expectations and the process of handling rental payments and collections, increases, deposits, maintenance issues and damages claims.

### We attend to the following leasing services:

- / The negotiation of new leases
- / Amendments or renewals and arranging for signature thereof by the tenant using a landlord-approved lease document
- / Drafting agreements of lease
- / Terminating and/or negotiating lease terminations and settlement agreements
- / Serving notice of termination in terms of lease agreements
- / Attending to payments on behalf of the tenant in terms of the lease agreement
- / Market rental audits





## Facilities and Maintenance Management

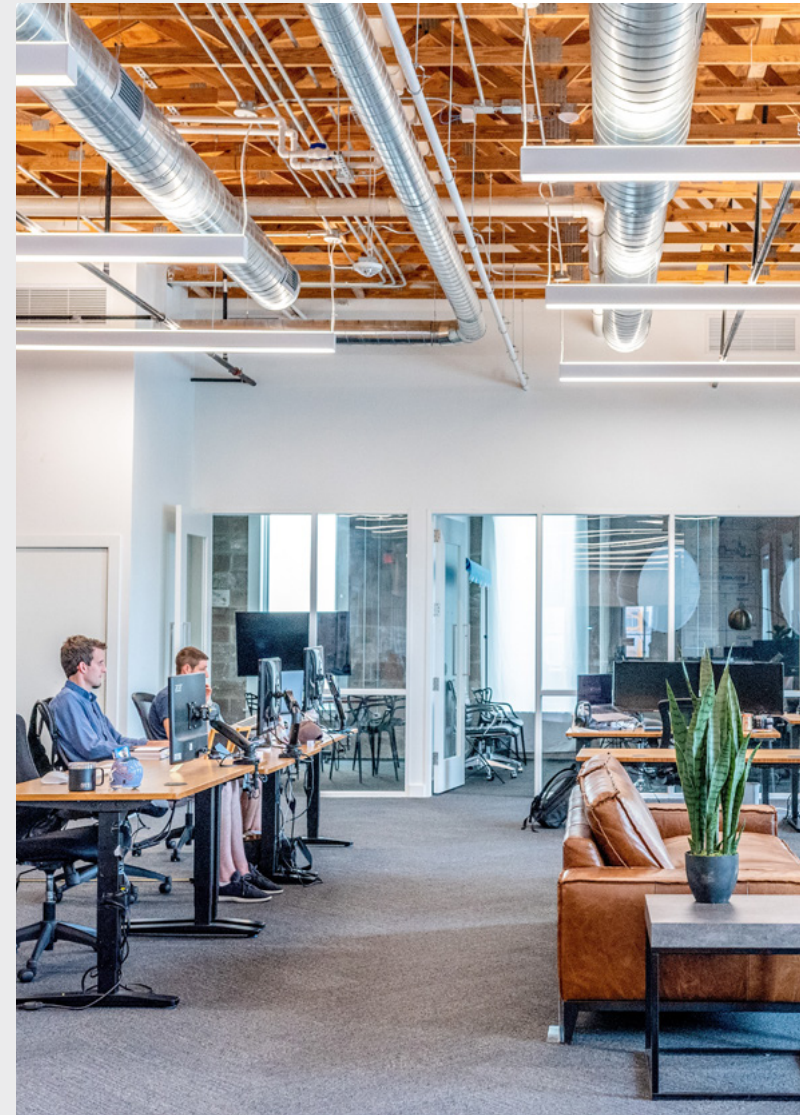
---

Across industries, Swindon is dedicated to providing the safest, most efficient and economical work environments. We ensure that operations of all types run as effortlessly as possible by delivering a consistently excellent service. We help improve our clients' workplaces, by delivering attractive and reliable spaces for both employees and clients - improving overall efficiencies.

Swindon only uses internally approved service providers who provide an acceptably high level of service. We only appoint contractors who we are certain will add value to the service we ensure our clients.

### Our facilities and maintenance services include:

- / Conducting monthly property inspections to assess any maintenance requirements and reporting our findings to the landlord
- / Attending to the coordination and management of all maintenance related issues at the property (subject to the terms of our mandate)
- / Appointing approved and appropriate service providers to attend to any maintenance requirements (subject to the terms of our mandate)
- / Assessing any maintenance requirements reported by tenants and determining the responsibility thereof within the terms of the lease agreement
- / Appointment and supervision of all service providers



# Workspace Enablement

---

## Workplace strategy

Swindon helps identify opportunities to reduce and reallocate underutilised space for improved employee engagement and overall experience.

## Interior space design

Our aim is to translate your strategy and brand into the built environment, bringing your culture to life and giving shape to your mission.

## Move management

We help ease the transition to a new space through careful planning and strategic communications, providing consulting, coordination, and implementation services for all physical changes.

## Occupancy strategy

Through consultation with your business units, we deliver informed occupancy plans and pro-actively forecast real estate needs.





# Swindon

Property

## CAPE TOWN

📍 80 Strand Street,  
Cape Town, 8001  
☎ +27 (21) 422 0778

## JOHANNESBURG

📍 6 ILlovo Edge, Corner Harries  
& Fricker Road, Illovo, 2196  
☎ +27 (11) 268 6315

## DURBAN

📍 Swindon House, 187 Montpelier Rd,  
Morningside, Durban, 4001  
☎ +27 (31) 324 3540

An International  
Associate of Savills



[swindon.co.za](http://swindon.co.za)