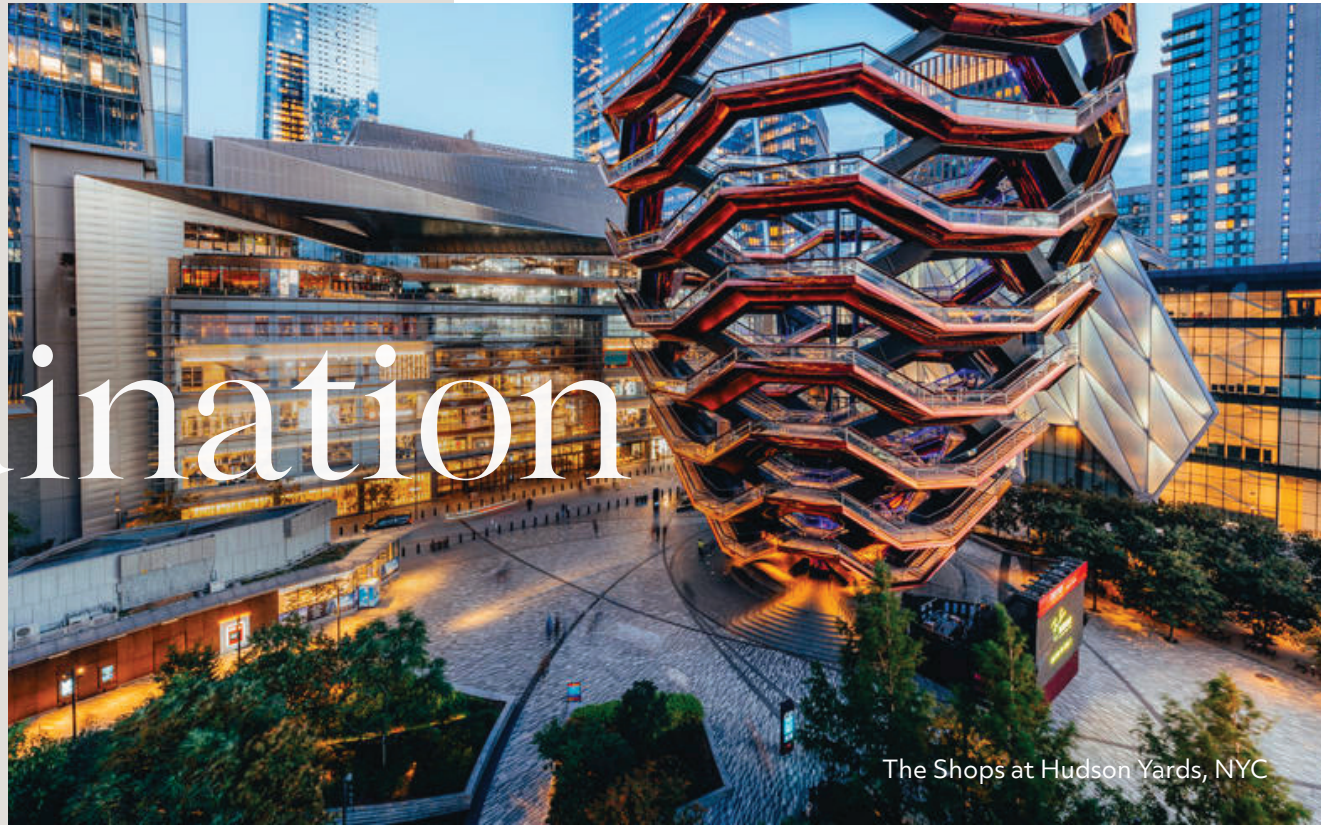


BaseLineTC

tenant coordination



The Shops at Hudson Yards, NYC

The Line that aligns Landlords & Tenants

Who We Are and What We Do

BaseLine Tenant Coordination is a partnership of seasoned commercial real estate professionals delivering strategic, principal-level Tenant Coordination services across retail and mixed-use developments nationwide. We're built on a foundation of real expertise, proven process, and a passion for placemaking.

We act as your Owner's Rep, managing the complex process of tenant design, approvals, permitting, and construction. As the single point of contact between Landlords, Leasing Teams, Development Teams and Tenants, we ensure every space opens on time, on budget, and in alignment with your development goals and lease obligations.

Using industry-best practices and leading-edge tools, we streamline communication, reduce risk, and enhance accountability.



Fifth + Broadway, Nashville

250M SF
of retail and mixed-use space

100+
projects

5000+
tenants opened

BaseLineTC



River Oaks District, Houston

Where we've been

The short answer is everywhere.....coast to coast, small and large, and our experience encompasses some of the nation's most preeminent projects and clientele.



Ward Village



Westfield Century City



Din Tai Fung



Hillsdale Shopping Center



Foothills



BaseLineTC HQ



River Oaks



Rice Village



Fifth + Broadway



Shops at Buckhead



Downtown West Palm Beach



Hudson Yards

coast to coast



Downtown West Palm Beach

BaseLineTC

DOWNTOWN WEST PALM BEACH

West Palm Beach, FL

Managed retail and office TC across multiple high-profile buildings for Related Florida, including The Square and 360 Rosemary.



FIFTH + BROADWAY™

Nashville, TN

Directed Tenant Coordination from inception through delivery across 235,000 SF in a 4-year effort for Brookfield Properties.



HUDSON YARDS® NEW YORK

New York, NY

Led a team of 16 for Related Companies; opened ~100 tenants, including pioneering turnkey spaces for emerging brands.



MILL CREEK

National Portfolio

Managed Tenant Coordination for national Mixed-Use Developer for 1-3 retail spaces per project throughout the country.



We just do Tenant Coordination – and we do it really well.



All Tenant Coordination. All the time.

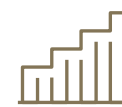
Our story

Why Dedicated Tenant Coordination Matters

Tenant Coordination is a high-touch discipline. Even the best development and leasing teams can get bogged down in tenant issues. We prevent costly delays, lease missteps, and construction risks by managing the day-to-day details and tenant relationships — saving time and protecting your investment.

- Single Point of Contact — Aligning stakeholders and simplifying communication.
- Lease-to-Opening Oversight — Managing approvals, schedules, and opening.
- Risk Mitigation — Preventing delays, errors, and base building conflicts.
- Design & Construction Expertise — Supporting Tenants with guidance and consistency.
- Integration with Your Team — Complementing Leasing, Development, and Construction roles.

Who We Support



Ownership & Stakeholders

Executive Reporting
Budget Tracking
Accountability



Leasing Teams

LOD, Exhibit & Lease Plans
LOI support and coordination



Base Building Design Teams

Early reviews for constructability and VE, Tenant Design Criteria



Tenants

End-to-end support through design, permitting, build-out, and turnover

Why Hire BaselineTC?

- Deep expertise in mixed-use, retail, restaurant, and office projects.
- Thousands of successful tenant openings, from national brands to first-timers.
- 35+ years in development and leasing — we know the whole deal cycle.
- Flexible, cost-effective engagement: as-needed, embedded, or on-call.
- A clean, proven process that enhances your internal capabilities.

BaseLineTC

Jennifer (Jen) Volin

CRX, CDP, LEED GA

Jen is a seasoned Tenant Coordination professional with a decades-long career spanning retail, hospitality, and mixed-use real estate. She combines hands-on field expertise with a proven history of leading high-performing teams through complex tenant delivery efforts. Known for her strategic mindset and collaborative leadership, Jen has guided successful projects nationwide with a focus on precision, efficiency, and client trust. She co-founded BaseLine TC with Jeb and Laura to deliver a focused, people- and process-driven model dedicated exclusively to Tenant Coordination.



Jeb Boshart

With over 25 years in commercial real estate, Jeb has led every phase of development — from acquisition and design through project management, construction, and tenant delivery. His work spans over 15 million square feet and \$3 billion in value across the Southwest. With a foundation in Tenant Coordination and a comprehensive understanding of the full development lifecycle, Jeb brings uncommon perspective to aligning project goals with on-the-ground execution. His approach ensures the needs of both ownership and tenant teams are clearly understood and consistently delivered.



Laura Hansen

Laura brings deep leasing expertise, having successfully executed over 35 million square feet of retail transactions — with a particular focus on large-scale mixed-use environments. Her background gives her a rare ability to think like a developer, operate like a dealmaker, and communicate fluidly across Leasing, Landlord and Tenant teams. Known for her attentive, honest, and direct style, Laura bridges teams with ease and clarity — a true Leasing Liaison who sees the full arc of every deal from concept to opening.



our
team
We keep it REAL



Responsive
Reliable



Experienced
Effective



Approachable
Accountable



Listeners
Leaders

BaseLineTC

You've got enough on your plate—we've got the tenants.

BaseLineTC

www.baseline-tc.com
