



**LOCATION INFORMATION:**

Nearest MSA: \_\_\_\_\_

Submarket Township: \_\_\_\_\_

**Submarket Type**

No Maximum

- Airport District     Central Business District     Foreign Trade Zone     Historic District
- Other     Port District     Redevelopment District     Suburban

**GENERAL INFORMATION:**

Taxing Authority: \_\_\_\_\_

Condo?:  No  Yes

**Retail - Commercial Type:**

No Maximum

- Car Wash     Convenience Store     Day Care Facility     Free-Standing Building     Garden Center
- Mixed Use     Movie Theatre     Other     Parking Facility     Post office
- Restaurant     Retail-Pad     Service Station/Gas Station     Street Retail     Tavern/Bar/Nightclub
- Vehicle Related

**Office Type**

(Office Sale Only)

No Maximum

- Business Park
- Executive Suites
- Flex Space
- Governmental
- High-Tech
- Institutional
- Medical
- Mixed Use
- Net Leased
- Office Building
- Other
- R & D

**Industrial Type**

(Industrial Sale Only)

No Maximum

- Cold Storage
- Flex Space
- Food Processing
- Free-Standing
- Industrial-Business Park
- Light Industrial
- Manufacturing
- Mixed Use
- Net Leased
- Office Showroom
- Other
- R & D
- Self Storage
- Truck Terminal
- Warehouse/Distribution

**Retail Type**

(Shopping Center Sale Only)

No Maximum

- Community Center
- Fashion/Specialty
- Free-Standing Store
- Grocery-Anchored
- Mixed Use
- Neighborhood Center
- Net Leased
- Other
- Outlet Center
- Power Center
- Regional Mall
- Strip Center
- Theme/Festival

**Special Purpose Type**

(Special Purpose Sale Only)

No Maximum

- Agricultural
- Airport/Airplane Hangar
- Assembly/Meeting Place
- Cemetery/Mausoleum
- Courthouse
- Funeral Home/Mortuary
- Health Care/Medical
- Jail/Correctional Facility
- Landfill
- Library
- Marina
- Military Facility
- Mine/Quarry
- Museum/Gallery
- Other
- Outdoor Sign
- Salvage Yard
- Saw Mill/Lumberyard
- School/University
- Senior Housing
- Sports/Entertainment
- Tank Farm/Petroleum Storage
- Train Station/Bus Terminal
- Truck Terminal/Transit Facility
- Zoo

Zoning: \_\_\_\_\_

Building Name: \_\_\_\_\_

**Property Use Type**

No Maximum

- Business
- Investment
- Net Leased (NNN)
- Vacant/Owner-User

**Property Status**

No Maximum

- Existing
- Proposed
- Under Construction
- Under Renovation

**Class of Space**

(Office Sale Only)

Maximum 1 Choice

- Class A
- Class B
- Class C
- Class D
- Class E

Gross Building Area: \_\_\_\_\_

Building/Unit Size (RSF): \_\_\_\_\_

**\*Source Building Sq Ft**

Maximum 1 Choice

- Appraiser     Owner
- Assessor     Plans
- Builder     Public Records
- Estimated     See Remarks
- Other

Usable Size (USF): \_\_\_\_\_

Core Factor: \_\_\_\_\_

Total Land Size (Acres): \_\_\_\_\_

Cap Rate: \_\_\_\_\_

Average Occupancy Rate: \_\_\_\_\_

Up for Auction?:  No  Yes

LEED Certified?:  No  Yes

**Auction Type**

Maximum 1 Choice

- Absolute
- Disclosed Reserve
- Undisclosed Reserve

Auction Reserve Amount: \_\_\_\_\_

Auction License Number: \_\_\_\_\_

**AREA & LOCATION:**

Property Located Between: \_\_\_\_\_

Largest Nearby Street: \_\_\_\_\_

\*Primary Frontage:  Golf  Road  Water      \*Primary Frontage Feet: \_\_\_\_\_      Primary Depth Feet: \_\_\_\_\_

Secondary Frontage:  Golf  Road  Water      Secondary Frontage Feet: \_\_\_\_\_      Secondary Depth Feet: \_\_\_\_\_

**Retail Clientele**  
(Shopping Center Sale Only)

No Maximum

- Business
- Casino
- Convention
- Family
- General
- Other
- Recreation
- Tourist
- Traveler

Traffic/Vehicle Count: \_\_\_\_\_

Rail Access?:  No  Yes (Industrial ONLY)

Highway Access: \_\_\_\_\_

Nearby Airports: \_\_\_\_\_

**Property Visibility**

(NOT for Industrial Sales)

Maximum 1 Choice

- Excellent
- Fair
- Good

**Site Description**

No Maximum

- 55+ Community
- Corner Lot
- Easement
- Farm
- Golf Community
- Golf Frontage
- Hilly-Ravine
- Irregular
- Lake View
- Level
- Splits Available
- Vacation Home
- Wetland/Swamp
- Wooded

Waterfront:  No  Yes

**BUILDING RELATED:**

**Tenancy**

(Industrial for Sale ONLY)

Maximum 1 Choice

- Single Tenants
- Multiple Tenants

Total # of Buildings: \_\_\_\_\_

Number of Stories: \_\_\_\_\_

Typical SF/Floor: \_\_\_\_\_

Office Space SF: \_\_\_\_\_

Year Built: \_\_\_\_\_

Year Renovated: \_\_\_\_\_

**Property Condition**

Maximum 1 Choice

- Average
- Excellent
- Fair
- Good
- Poor

**Roof Type**

No Maximum

- Arched
- Barrel Shell
- Domes
- Flat
- Folded Plate
- Gable
- Gambrel
- Hip
- Mansard
- Other
- Sawtooth

**Construction/Siding**

No Maximum

- Aluminum Siding
- Block
- Brick
- Brick/Aluminum Siding
- Brick/Vinyl Siding
- Concrete
- Concrete-Titl Up
- Curtain
- Granite
- HardiePlank Siding
- Marble
- Metal/Glass
- Metal Siding
- Modular
- Other
- Panelized
- Steel Frame
- Stone
- Stresskin
- Stucco
- Vinyl Siding
- Wood Frame
- Wood Shingle
- Wood Siding

Exterior Description (max 150 characters): \_\_\_\_\_

Interior Description (max 150 characters): \_\_\_\_\_

Parking Ratio: \_\_\_\_\_

Parking Type: No Maximum

- Other
- Roof Top
- Structure
- Surface
- Underground

Total Parking Spaces: \_\_\_\_\_

Drive-In Bays: \_\_\_\_\_

Ceiling Height: \_\_\_\_\_

Clear Height: \_\_\_\_\_

Eave Height: \_\_\_\_\_

Column Spacing: \_\_\_\_\_

Loading Doors: \_\_\_\_\_

Loading Docks: \_\_\_\_\_

Passenger Elevators: \_\_\_\_\_

Freight Elevators: \_\_\_\_\_

Overhead Cranes: \_\_\_\_\_

Amps: \_\_\_\_\_

Volts: \_\_\_\_\_

X-Phase: \_\_\_\_\_

**BUILDING RELATED (continued):**

**Sprinklers**

No Maximum

- Dry
- None
- Other
- To Suit
- Wet

**Heat Type**

No Maximum

- Electricity
- Geothermal
- Hot Water
- Natural Gas
- Oil
- Other
- Propane
- Solar
- Space Heater(s)
- Steam
- Suspended Radiant

**Heat Source**

No Maximum

- Baseboard
- Ceiling Unit(s)
- Central
- Heat Pump
- Other
- Radiant
- Wall Unit(s)

**Air Conditioning**

No Maximum

- Air Curtain
- Engineered System
- Evaporative Cooler
- Other
- Package Unit
- Window Unit

**Lighting**

No Maximum

- Fluorescent
- Full Spectrum
- Halide Reflective
- Halogen
- High Pressure Sodium

**Internet Access**

No Maximum

- Incandescent
- Mercury Vapor
- Metal Halide
- Other
- Xenon
- Cable
- Dialup
- DSL
- Gigabit
- ISDN
- Other
- Satellite
- T1/T3

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**LAND RELATED:**

**Water Service**

Maximum 1 Choice

- Municipal
- None
- Other
- Well

**Easements Description (max 150 characters):** \_\_\_\_\_

\_\_\_\_\_

**Zoning Description (max 150 characters):** \_\_\_\_\_

**Sewer Type**

Maximum 1 Choice

- Municipal
- None
- Other
- Septic
- Storm

**Part of Planned Development?:**  No  Yes

**Land Ownership (max 150 characters):** \_\_\_\_\_

**Easements**

No Maximum

- Electric Lines
- Environmental
- Ingress/Egress
- Other
- Pipelines
- Preservation
- Utilities
- Water Rights

**FINANCIALS:**

**Finance Data Year:** \_\_\_\_\_

**Tax Value Land:** \_\_\_\_\_

**Tax Value Improvements:** \_\_\_\_\_

**Tax Value Personal Property:** \_\_\_\_\_

**Assessed Value—Total \$:** \_\_\_\_\_

**Potential Rental Income:** \_\_\_\_\_

**Net Operating Income:** \_\_\_\_\_

**Gross Operating Income:** \_\_\_\_\_

Actual  Proforma

**Lender Name:** \_\_\_\_\_

**Loan Amount:** \_\_\_\_\_

**Down Payment:** \_\_\_\_\_

**Annual Debt Service:** \_\_\_\_\_

**Interest Rate (APR):** \_\_\_\_\_

**Loan Due Date:** \_\_\_\_\_

**Amortization Period:** \_\_\_\_\_

**Comments (max 150 characters):** \_\_\_\_\_

\_\_\_\_\_

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**TENANT PROFILES: NOT REQUIRED**

**Industry Type**

No Maximum

- Accommodation and Food Services
- Admin/Support/Waste Management Services
- Agricultural/Forestry/Fishing/Hunting
- Arts, Entertainment, and Recreation
- Construction
- Education Services
- Finance and Insurance
- Health Care and Social Assistance
- Information
- Management of Companies and Enterprises
- Manufacturing
- Mining
- Other Services
- Professional/Scientific/Technical Services
- Public Administration
- Real Estate and Rental and Leasing
- Retail Trade
- Transportation and Warehousing
- Utilities
- Wholesale Trade

**Tenant Business Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Toll-Free Number:** \_\_\_\_\_

**Website URL:** \_\_\_\_\_

**Is Renting?:**  No  Yes

**Annual Revenue:** \_\_\_\_\_

**Employees Total:** \_\_\_\_\_

**Employees at Location:** \_\_\_\_\_

**Year Founded:** \_\_\_\_\_

**Suite Number:** \_\_\_\_\_

**SF of Space Occupied:** \_\_\_\_\_

**Current Rent:** \_\_\_\_\_

**Lease Expiration:** \_\_\_\_\_

**Escalations:** \_\_\_\_\_

**Options:** \_\_\_\_\_

**Tenant Notes (max 150 characters):** \_\_\_\_\_

\_\_\_\_\_

**CONTACTS: NOT REQUIRED**

**Contact Type**

Maximum 1 Choice

- Architect
- Developer
- Owner
- Primary Contact
- Property Manager
- Secondary Contact
- Tertiary Contact

**Full Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City/Municipality:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website URL:** \_\_\_\_\_

**Is Private?:**  No  Yes

**Marketing Remarks (max 1000 characters):**

**Agent Only Remarks (max 1000 characters):**

**“The profile sheet is an integral part of a legal contract. By signing below, I certify that a contract has been executed on the subject property authorizing dissemination to authorized MLS participants.”**

Signatures on File

**Listing Office Name**  
\_\_\_\_\_

**X** \_\_\_\_\_     /    /      
**Agent’s Signature** **Date**

**X** \_\_\_\_\_  
**Owner’s Signature**

**X** \_\_\_\_\_     /    /      
**Owner’s Signature** **Date**

**LEASE INFORMATION:**

**Space Subcategory - No Maximum**

Space 1    Space 2

- Business Park
- Cold Storage
- Community Center
- Fashion/Specialty
- Flex Space
- Food Processing
- Free-Standing Store
- Governmental
- Grocery-Anchored
- High-Tech
- Industrial-Business Park
- Institutional
- Manufacturing
- Medical
- Mixed Use
- Neighborhood Center
- Net Leased
- Office Building
- Office Showroom
- Outlet Center
- Power Center
- R & D
- Regional Mall
- Self Storage
- Strip Center
- Theme/Festival
- Truck Terminal
- Warehouse/Distribution

**Rent Escalators**

No Maximum

- Fixed Lease                       Percentage Lease
- Index Lease                         Step-Up Lease
- Other

**Rent Escalators Description (max 150 characters):** \_\_\_\_\_

**Loading Docs:** \_\_\_\_\_

**Loading Doors:** \_\_\_\_\_

**Drive In Bays:** \_\_\_\_\_

**Ceiling Height:** \_\_\_\_\_

**Clear Height:** \_\_\_\_\_

**Eave Height:** \_\_\_\_\_

**Unit/Suite Number:** \_\_\_\_\_

**Suite Floor/Level:** \_\_\_\_\_

**Space Available:** \_\_\_\_\_

**Minimum Divisible:** \_\_\_\_\_

**Maximum Contiguous:** \_\_\_\_\_

**Space Description:** \_\_\_\_\_

**Space Type:**     New     Relet     Sublet

**Sublease Expiration Date:** \_\_\_\_\_

**Date Available:** \_\_\_\_\_

**Lease Term (Months):** \_\_\_\_\_

**Lease Price:** \_\_\_\_\_

**Lease Type**

No Maximum

- Absolute Gross                       Modified Gross
- Absolute NNN                         Net Lease
- Full Service                          NN
- Gross Lease                          NNN
- Ground Lease                        Other
- Industrial Gross                      Undisclosed

**Conference Rooms:** \_\_\_\_\_

**Offices:** \_\_\_\_\_

**Office SF:** \_\_\_\_\_    **Kitchen/Breakroom:**     No     Yes

**Parking Spaces:** \_\_\_\_\_

**Real Estate Taxes:** \_\_\_\_\_

**Operating Expenses:** \_\_\_\_\_

**CAM Expenses:** \_\_\_\_\_

**Rent Concession:** \_\_\_\_\_

**TI Allowance from Owner:** \_\_\_\_\_

**Moving Allowance from Owner:** \_\_\_\_\_

**Existing Lease Buyout Allowance:** \_\_\_\_\_

**Equity Lease:**     No     Yes

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Signatures on File

**Listing Office Name**

X \_\_\_\_\_  
Agent's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

X \_\_\_\_\_  
Owner's Signature

X \_\_\_\_\_  
Owner's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date