

**BUILDING**  
PROPERTY INFORMATION SHEET

**Contact Information**

Agent/Owner's Last Name:      First Name:      Phone Number:      Alt #:      Fax Number:      E-mail:  
# Partners:      Seller Contact is Decision Maker: Yes No

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**Property Information**

Address:      City:      State:      County:      Zip:  
Type: Office Retail Apartment Assisted Living Industrial Self Storage  
Year Built:      Total Sqft:      Leasable Sqft:      # Spaces:      # Stories:      Acres:      Extra Land/Assets:  
Type of Area: Low Income Medium Income High Income Class: A B C Condition (1-10):  
Property Listed: No (Yes Time on Market:      ) How Long Owned:      Motivation:

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**Financials**

Asking Price: \$      Market Value (as-is): \$      How & Who Determined:  
LTV:      How Owner Chose Price:  
Current Gross Income: \$      Current Net Operating income: \$      Current Annual Expenses: \$  
Est Market Rent/sqft: \$      Market Cap Rate:      %      Going in Cap Rate:      %  
Current Occupancy:      %      Market Occupancy:      %      Projected Occupancy:      %  
Projected Gross Income: \$      Projected Annual Expenses: \$      Projected NOI: \$  
Projected Cap Rate:      %      Projected Value: \$  
What utilities does the owner pay? Electric Gas Water Trash Sewer Phone Other:

Mortgage Balance      Monthly Payment      Amount in Arrears (If Delinquent)

1 <sup>st</sup> \$	\$	\$
2 <sup>nd</sup> \$	\$	\$
3 <sup>rd</sup> \$	\$	\$

In Foreclosure: No (Yes Sale Date:      )      Bankruptcy Filed: No (Yes Type:      )  
Seller Financing: No (Yes Terms:      )      Master Lease: Yes No

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**Improvement/Exit Strategies:**

1.  Fill Vacancies      Who/Time:      Rehab Required: Yes No      Cost:
2.  Raise Rents      Time:      Rehab Required: Yes No      Cost:
3.  Replace Tenants      Why/Who/Time:      Rehab Required: Yes No      Cost:
4.  Reduce Expenses      How/Time/Cost:
5.  New Management      Who/Why:
6.  Convert to Condos      Cost/Time:
7.  Change Use      Cost/Time/Type:
8.  Sell Land or Other      Price/Time:
9.  Other      Cost/Time:

Describe the current market conditions & economy for this type of property (Include sources):