

Commercial Property Information Sheet

Office/Retail Space

You'll Get Most of These Answers From The Agents Package

Submitter's Name: _____ Date: _____

Phone: _____ Fax: _____

Cell Phone: _____ Email: _____

Address/Location of Property: _____

City: _____ County: _____ State: _____ Zip: _____

Is Property Listed? ☐ Y ☐ N How many days? _____

Realtor's Name: _____ Phone: _____

Cell Phone: _____ Email: _____

Brokerage Firm: _____ Fax: _____

City: _____ State: _____ Zip: _____

Asking Price: _____ Total Square Feet: _____ Asking Price/Square Foot: _____

Seller's Motivation? _____

Total Units: _____ Asking Price/Unit: _____ Current Cap Rate: _____

Occupancy Rate: _____ Current NOI: _____

Any Repairs Needed? ☐ Y ☐ N If Yes, How Much? _____

Do you have photos of the property you can email? ☐ Y ☐ N ----- **REQUIRED**

Is there seller financing available? ☐ Y ☐ N All cash required? ☐ Y ☐ N Free and clear? ☐ Y ☐ N

A Current P&L And Cash Flow Proforma Is Required

Where can we find an online info package? _____

In Foreclosure? _____ Auction/Sale Date: _____ Bankruptcy? _____ Type: ☐ 7 ☐ 11 ☐ 13

Mortgage Info	Mortgage Balance?	Monthly Payment?	Payment Current?	Amount in Arrears?
1st	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
2nd	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
3rd	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____