



PROPERTY NAME: \_\_\_\_\_

AGENT(S): \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_ ENTERED: \_\_\_\_\_

\*Bolded fields are required

**PROPERTY LOCATION**

**Specific Use** ( ) Apartment Garden ( ) Apartment Mid/High Rise ( ) Apartment Walk Up Additional General Use 1:  
( ) Condo ( ) Duplex ( ) Hotel/Motel ( ) Loft Additional General Use 2:  
( ) Mobile Home Park ( ) Other ( ) Townhouse

**Address** \_\_\_\_\_ **Quadrant:** NE NW SE SW of \_\_\_\_\_

**City** \_\_\_\_\_ **East/West St:** \_\_\_\_\_ and \_\_\_\_\_

**State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **North South St:** \_\_\_\_\_

**Property Name** \_\_\_\_\_ **Min St #:** \_\_\_\_\_ **Max St #:** \_\_\_\_\_

**County** \_\_\_\_\_ **Building #** \_\_\_\_\_

**Market** \_\_\_\_\_ **Latitude:** \_\_\_\_\_

**Submarket** \_\_\_\_\_ **Longitude:** \_\_\_\_\_

**Complex Name** \_\_\_\_\_ **Map Page:** \_\_\_\_\_

**Parcel ID 1** \_\_\_\_\_ **Map Grid Number:** \_\_\_\_\_

**Size (Ac.)** \_\_\_\_\_

**PROPERTY DESCRIPTION**

**Building Size** \_\_\_\_\_ **HVAC** ( ) Yes ( ) No ( ) Partial

**# Units** \_\_\_\_\_ **Sprinker** ( ) Yes ( ) No

**# Floors** \_\_\_\_\_ **# of Passenger Elevators** \_\_\_\_\_

**Bldg Comments:** \_\_\_\_\_ **ADA Accessible** ( ) Yes ( ) No

\_\_\_\_\_ **Roof Type** \_\_\_\_\_

**Lot Size** \_\_\_\_\_ Ac \_\_\_\_\_ SF **Construction Status** ( ) Existing ( ) Proposed ( ) Under Construction

**Zoning Class** \_\_\_\_\_ **Qt/Year Built:** \_\_\_\_\_

**Zoning Code** \_\_\_\_\_ **Construction Start Da** \_\_\_\_\_

**# of Spaces** \_\_\_\_\_ **Est. Completion Date** \_\_\_\_\_

**Spaces/1000 SF** \_\_\_\_\_

**Free Parking** ( ) Yes ( ) No

**Paid Parking** ( ) Yes ( ) No

**Site Comments:** \_\_\_\_\_

**Cable TV** ( ) Yes ( ) No **Outdoor Pool** ( ) Yes ( ) No

**Card Key Access** ( ) Yes ( ) No **Play Ground** ( ) Yes ( ) No

**Clubhouse** ( ) Yes ( ) No **Security ( 24 hr on sit** ( ) Yes ( ) No

**High Speed Internet** ( ) Yes ( ) No **Security (roving patro** ( ) Yes ( ) No

**Hot Tub Jacuzzi** ( ) Yes ( ) No **Tennis** ( ) Yes ( ) No

**Indoor Pool** ( ) Yes ( ) No **Workout Facility** ( ) Yes ( ) No

**Landry Room** ( ) Yes ( ) No

**For Office Use Only**

**SALE INFORMATION**

**Listing Price** \_\_\_\_\_  
Price/Unit \_\_\_\_\_

**Status** ( ) Active ( ) Contract Pending ( ) Expired  
( ) Sold ( ) Off the Market

**Sale Type** ( ) Business Opportunity ( ) Inv. Or Owner/User  
( ) Investment ( ) Owner/User

\_\_\_\_\_ **For Investment Sales Only** \_\_\_\_\_

Scheduled Gross Income \_\_\_\_\_  
Vacancy (%) \_\_\_\_\_  
**Effective Gross Income** \_\_\_\_\_  
**Expenses** \_\_\_\_\_  
**NOI** \_\_\_\_\_

NOI Method \_\_\_\_\_  
**Cap Rate** \_\_\_\_\_  
Gross Multiplier \_\_\_\_\_  
Operating Expenses/SF \_\_\_\_\_

**LISTING COMMENTS**

Sale Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BROKER INFORMATION**

**Primary Agent** \_\_\_\_\_  
**Listing Company** \_\_\_\_\_  
**Direct Phone** \_\_\_\_\_  
**Email Address** \_\_\_\_\_

**Additional Agents** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **For Office Use Only** \_\_\_\_\_