

## COMMERCIAL PROPERTY INFORMATION WORKSHEET

1. WHEN DID THE SELLER ACQUIRE THE PROPERTY? \_\_\_\_\_
2. WHAT WAS THE SELLER'S PURCHASE PRICE? \_\_\_\_\_
3. WHAT IS THE GROSS INCOME? (When possible, furnish Operating Statements) \_\_\_\_\_
4. WHAT ARE THE EXPENSES? \_\_\_\_\_
  - A. Is the Property individually metered?  
\_\_\_\_\_
  - B. Are CAM/Building expenses passed through to tenants?  
\_\_\_\_\_
5. DESCRIBE POSSIBLE HAZARDS? (i.e., asbestos, toxins, gas storage tanks, etc.) \_\_\_\_\_
6. LIST AGE, SIZE, AND CONDITIONS OF BUILDING (S) \_\_\_\_\_
7. DESCRIBE ALTERNATIVE USES OF THE PROPERTY \_\_\_\_\_
8. WHAT IS THE PRESENT ZONING? \_\_\_\_\_
9. DESCRIBE OFF STREET PARKING? \_\_\_\_\_
10. DESCRIBE PROPERTIES ON EACH SIDE OF THE SUBJECT AND PROPERTIES ACROSS THE STREET \_\_\_\_\_  
\_\_\_\_\_
12. PROVIDE INFORMATION ABOUT THE MARKET, (i.e. vacancy factors, rent levels, etc.) \_\_\_\_\_  
\_\_\_\_\_
13. DESCRIBE THE ECONOMIC CONDITIONS OF THE AREA (i.e., prices rising, declining?) \_\_\_\_\_  
\_\_\_\_\_
14. WHERE APPLICABLE, BREAK DOWN SALES PRICE \_\_\_\_\_
  - A. Building/Improvements \_\_\_\_\_
  - B. Land \_\_\_\_\_
  - C. Personal \_\_\_\_\_