

Property Information Sheet

\_\_\_ Office \_\_\_ Retail Space (Check One)

**Note: Bolded Questions Apply to "Quick Profitability Analyzers"**

Submitter's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address/Location of Property: \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If intersection, what quadrant: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Sellers Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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 per Square Foot: \_\_\_\_\_

How Asking Price Was Determined? \_\_\_\_\_

Seller's Motivation: \_\_\_\_\_

Total Units: \_\_\_\_\_ Asking Price/Unit: \_\_\_\_\_ **Cap Rate:** \_\_\_\_\_

Number of Rentable Units: \_\_\_\_\_ Occupancy Rate: \_\_\_\_\_

Average Length of Lease in Place? \_\_\_\_\_

Current Rent per Square Foot: \_\_\_\_\_ Market Rent per Square Foot: \_\_\_\_\_

Condition of Units: \_\_\_Excellent\_\_\_ \_\_\_Good\_\_\_ \_\_\_Fair\_\_\_ \_\_\_Poor\_\_\_

**Any Repairs Needed?** \_\_\_Y\_\_\_N **If Yes, How Much?** \_\_\_\_\_ Explain: \_\_\_\_\_

**Current Gross Annual Income:** \_\_\_\_\_ **Current Annual Expenses:** \_\_\_\_\_

**Current Annual Net Operating Income:** \_\_\_\_\_

**Projected Gross Annual Income:** \_\_\_\_\_

**Projected Annual Expenses:** \_\_\_\_\_ **Projected NOI (excluding mortgage):** \_\_\_\_\_

Income Level of Area: \_\_\_Low \_\_\_Medium \_\_\_High

Utilities Owner Pays: \_\_\_Gas \_\_\_Electric \_\_\_Water \_\_\_Sewer \_\_\_Phone \_\_\_Internet \_\_\_CAM

Separate Meters: \_\_\_Gas \_\_\_Electric \_\_\_Water

Is There Additional Land Available? \_\_\_Y \_\_\_N If Yes, How Much? \_\_\_\_\_

Distance to nearest Wal-Mart? \_\_\_\_\_ Home Depot? \_\_\_\_\_ Lowes? \_\_\_\_\_

Is the property within the city limits? \_\_\_Y\_\_\_N If no, how far away? \_\_\_\_\_

What is the population of the city where the property is located? \_\_\_\_\_

What percentage was city's growth rate over the last two years? \_\_\_\_\_

What is the distance to the nearest city that has a population greater than 50,000? \_\_\_\_\_

Do you have photos of the property you can include? \_\_\_Y\_\_\_N

Is there Seller financing available? \_\_\_Y \_\_\_N All cash required? \_\_\_Y \_\_\_N

Is the Property owned "Free and Clear"? \_\_\_Y\_\_\_N

If debt is carried and financing is in place, really bear down on the Mortgage info:

Is the mortgage assumable? \_\_\_Y\_\_\_N What is the current interest rate? \_\_\_\_\_

What are the current terms? \_\_\_\_\_ Balloon? \_\_\_Y\_\_\_N When due? \_\_\_\_\_

<u>Mortgage Info</u>	<u>Mortgage</u>	<u>Monthly</u>	<u>Payment</u>	<u>Amount in Arrears?</u>
	<u>Balance?</u>	<u>Payment?</u>	<u>Current?</u>	
1st	_____	_____	___Y___N	_____
2nd	_____	_____	___Y___N	_____
3rd	_____	_____	___Y___N	_____

In Foreclosure? \_\_\_ Auction/Sale Date: \_\_\_\_\_ Bankruptcy? \_\_\_ Type: \_\_\_7\_\_\_11\_\_\_13

\*\*\*\*AFTER REPAIR VALUE, (ARV), TO BE CALCULATED AFTER OBTAINING INFORMATION FROM THE **BOLD** QUESTIONS ABOVE\*\*\*\*

Note: All **Bold** items will be used in the "Quick Profitability Analyzer"

**After Repair Value:** \_\_\_\_\_ **\*\*Use Quick Profitability Analyzer\*\***

Exit Strategy: What Should be Done with the Property? \_\_\_\_\_

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Additional Comments and Supporting Evidence: \_\_\_\_\_

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\*\*Obtain at least (3) Sold “ARV” Comps and (3) Average Lease Rate Comps in close proximity, of comparable size and function, so we can get a handle on determining the “ARV” value and the average lease rates of the subject property\*\*

“ARV” and Average Lease Rate Comp Summary Table

ARV Comps	Total Units	Average Lease Rate per Unit	Asking Price	Sold Price	Sold Price per Unit	Sold Price per Sq. Foot	Year Sold
(1)							
Complete Address:							
(2)							
Complete Address:							
(3)							
Complete Address:							
(4)							
Complete Address:							
(5)							
Complete Address:							
(6)							
Complete Address:							
Averages							