

**COMMERCIAL PROPERTY QUESTIONNAIRE**

Property Address \_\_\_\_\_ Interior Inspection Requested Yes / No  
 Owner Name \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Owner Address \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

Please return this questionnaire with a copy of the most recent survey of the property.

**Property Use** (Please circle one)    Retail                      Office                      Plaza                      Gas/Service  
    Industrial                      Auto                      Bar/Tavern                      Restaurant  
    Mixed-Use (commercial/apt)                      Other \_\_\_\_\_

Tenant/Lease Information				
Occupant/ Tenant Name	Use	Occupied/ Rented/Area	Annual Rent	Tenant Pays ex. Heat, Utilities, taxes, etc.

Land (Ground) Lease		
Total Land Area		
Annual Rent		\$
Tenant Expense (on Land)	Taxes	\$
	Maintenance	\$
	Other	\$
		\$

Entire Building Rent	
Building Area (SF)	
Annual Rent	\$
Gross sales	\$
Tenant Expenses    Per Year	
Taxes	\$
Insurance	\$
Maintenance	\$
Water	\$
Gas	\$
Electric	\$
Other	\$

Owner's Annual Expense Information		Calendar Year 20 / 20		← Please indicate most recent year
Management		\$	Real Estate Taxes	\$
Legal/Acctg.		\$	Insurance	\$
General	Rubbish Removal	\$	Electric	\$
	Snow Removal	\$	Gas	\$
	Repairs/Maintenance	\$	Water	\$
	Replacement Reserve	\$	Other	\$
	Supplies	\$	Other	\$
	Wages/Payroll	\$	Other	\$
	Cleaning	\$	Other	\$
Other	\$	Other	\$	

**Building Information**

Recent Improvements: \_\_\_\_\_

Required Repairs/Upgrades: \_\_\_\_\_

Average Annual Vacancy: \_\_\_\_\_

(Please describe the average number amount of space vacant during an average 12 month period)

**Comments and/or Recent Sale Information** (Please list any comments and/or details of recent sales in the past 5 + years)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_