

COMMERCIAL PROPERTY REVIEW

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Please bring this completed form with you to the appointment.

SECTION 1

NAME OF PROPERTY OWNER _____

PROPERTY LOCATION _____

TELEPHONE NUMBER (home) _____ (other) _____

TAX ACCOUNT (SBL) # _____

PROPERTY TYPE AND USE _____

MAILING ADDRESS & ZIP _____

CURRENT ASSESSMENT _____

REQUESTED ASSESSMENT _____

SECTION II

SALES INFORMATION: Purchase price _____ Date _____

PROPERTY USE _____

SQUARE FOOTAGE OF BUILDING (exterior dimensions) _____

ACTUAL RENTABLE AREA (all floors) _____

IMPROVEMENTS MADE SINCE PURCHASE _____

PENDING PERMITS _____ yes _____ no If yes, to be used as _____
_____ size _____ cost

SECTION III (RECENT SALE INFORMATION)

- _____ A copy of your sales contract and upgrades (if purchased within the last 4 years)
- _____ A copy of any appraisal done on your property within the last 5 years
- _____ A summary of lease information which includes who pays the utilities and taxes
- _____ A list of tenants and respective rents
- _____ A copy of income and expense information

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SECTION IV - COMPARABLE SALES

COMPARABLE SALE ONE

Location _____
Sale price _____ Sale date _____
Use _____ Square footage _____ Condition _____
Additional features or comments: _____

COMPARABLE SALE TWO

Location _____
Sale price _____ Sale date _____
Use _____ Square footage _____ Condition _____
Additional features or comments: _____

COMPARABLE SALE THREE

Location _____
Sale price _____ Sale date _____
Use _____ Square footage _____ Condition _____
Additional features or comments: _____

COMPARABLE SALE FOUR

Location _____
Sale price _____ Sale date _____
Use _____ Square footage _____ Condition _____
Additional features or comments: _____

Signature of owner(s) or representative

Date

**PLEASE RETAIN A COPY OF ALL SUBMITTED MATERIALS FOR
YOUR RECORDS**