



Basics

- Property Code
- Property Name
- DM Name
- Property address

List a new commercial property- Office/Warehouse.

- This is your first impression to a prospective tenant. Make it a good one.
- Photos must be high resolution and not have any items, trash or visible people. Be conscious of mirrors or reflections.
- Min. resolution 1200x800 pixels, must be in .jpg format. iPad is perfect for good, high-resolution pics
- Photos- inside and outside of rental
- Photos of all areas of each room, including doors, windows, hallways, restrooms, etc. Pro Tip: take a picture from every corner of each room.
- No inverted or diagonal photos. No one wants to turn their head like a puppy to see a space.
- If possible, take a video walkthrough of the entire space.

Information needed:

- Unit Number. How is the space listed in sitelink?
 - _____
- Address of the rental property. Is the address of the rental the same as the property address?
 - _____
- Sq. Footage
 - _____
- Bathroom. Is there a bathroom included within the rental space?
 - Yes _____ No _____
- Is the bathroom in a shared space?
 - Yes _____ No _____
 - Other: _____
- Wifi. Are there wifi hookups in the space?
 - Yes _____ No _____



- Utilities. Who is responsible for paying utilities? Tenant? Landlord?
 - Gas
Tenant_____ Landlord_____
 - Electric
Tenant_____ Landlord_____
 - Water
Tenant_____ Landlord_____
 - Phone/Internet
Tenant_____ Landlord_____

- Trash.
 - Do commercial tenants have access to company dumpster?
Yes_____ No_____
 - If No, Where does their trash go?_____

- Heating/Cooling.
 - What type of heating and cooling systems does the space have?
Central AC_____ Forced Air_____
 - Other (please describe)_____
 - Does tenant have access to thermostat.
Yes_____ No_____

- Parking info
 - Where does the tenant park?_____
 - How many spots are allocated per tenant?_____

- Access hours allowed for commercial tenants. Regular or 24hr access?
 - Regular property access hours _____ 24hr access_____

- Rules. Are there any owner specific rules/regulations? (i.e. no smoking, electric panel/DVR is within commercial space etc.)
 - _____
 - _____

- Price. Does the property owner have a price or are we determining that based on market value?
 - _____
 - What was the most recent tenant paying/month?_____



- Repairs. Are there any items that need to be repaired? What is the estimated time until repairs are completed? Has the space been renovated?

- _____

- Market. Tell us about the area the property is located in. Is it close to any major roadways/attractions? Is it on a busy street?

- _____

- **Provide a description of the property. Keep in mind that we have not seen your property, you need to paint a picture for us of what it looks like.**

- _____

