

SALE / LEASE INFORMATION CHECKLIST

DEAL TYPE: Sale Lease
If Lease: New Renewal Sublease Expansion Extension

PROPERTY TYPE: Office Industrial Retail Multifamily Land Other _____

PROPERTY: Property Name: _____
Address: _____
City: _____
State: _____ Zip: _____

TRANSACTION: Date of Sale/Lease: _____
Transaction Size (SF, no. of units, etc.): _____
Purchase Price: Lender: _____
Loan Amount: _____

PARTICIPANTS: Listing Agent: _____
Listing Firm: _____
Phone: _____
Cooperating Broker: _____
Cooperating Firm: _____
Phone: _____
Landlord/Seller: _____
Tenant/Buyer: _____
Type of Business: _____

SIGNIFICANT ASPECTS OF THIS TRANSACTION AND ADDITIONAL COMMENTS:

Complete this form and fax back to: 303-623-2217 • *You may include a photo of brokers, principals and/or property.*