

**PROPERTY FOR SALE
MARKETING PRESENTATION GUIDE**

Property: Identify the property by building/center/park name, address, type and a brief description. If confidential, provide as much information as possible without a Confidentiality Agreement.

Detailed Building/Center/Park Description:

Total square footage of building
Total square footage/acreage of land
Parking Ratio, Number of Assigned Parking Spaces, etc.
Year Built
Amenities

User/Investor: Is this a user property or being sold as an investment property? If, an investment property, do you have proformas, APOD's, etc? Any other investment highlights?

Incentives: Governmental incentives for tenants (or businesses); identify as a TIF, Special Service, or similar district; Enterprise Zone; etc.

Seller Information: Why is the seller selling? What are the seller's goals? Are they looking for a 1031 Exchange?

Major Tenants/Neighbors: Identify major (visible) tenants on-site or adjoining

Remarks: Why should somebody buy this property? What else can we tell our prospective purchasers about the property?

Price:

Do you have fliers/backup information with you?

If not, is it listed on MLSNI/Loopnet/CoStar/etc?

**PROPERTY FOR LEASE
MARKETING PRESENTATION GUIDE**

Property: Identify the property for lease by building/center/park name, address, type and a brief description. If confidential, provide as much information as possible without a Confidentiality Agreement.

Detailed Building/Center/Park Description:

Total square footage of building
Total square footage/acreage of land
Parking Ratio, Number of Assigned Parking Spaces, etc.
Year Built
Amenities

Minimum s.f.: The minimum/maximum square footage of space available

Lease term: Preferred minimum length of lease, including month-to-month

Type of Lease: Net, Gross, Modified Gross, Sublease, etc.

Lease Rate: Rent per s.f. / year. Be prepared to provide alternative rates, i.e. if a Net Lease, to provide the total with CAM, R.E. Taxes, and any additional charges, or to provide the amount of rent per month.

Incentives: Landlord or governmental incentives for tenants (or businesses); identify as a TIF, Special Service, or similar district; Enterprise Zone; etc.

Major Tenants/Neighbors: Identify major (visible) tenants on-site or adjoining

Remarks: Why should a tenant move here? How are Tenant Improvements handled?
What else can we tell our prospective tenants about the property?

SEEKING PROPERTY MARKETING PRESENTATION GUIDE

Property: Identify the type, size, and approximate location of the property. (i.e. 30,000 sq. ft. Industrial Building in the Western Suburbs)

User/Investor: Is this a user property or an investment property? If an end user, what are your property requirements? If an investment property, what are your acquisition criteria? CAP Rate, IRR, Cash on Cash?

Buyer Information: What are the buyer's goals? Are they in a 1031 Exchange?

Price Range:

Contact Information: