

Checklists

Investor Rep

8 Things to do Before Selling your Commercial Property

<p>List Vacancies</p> <p>List the vacancies in your building. Some buyers want 100% turnkey while others want to profit by improvements.</p>	<p>Calculate the Net Operating Income</p> <p>Run your profit and loss statement to find your building's net operating income (NOI).</p>
<p>List Location Benefits</p> <p>Note your building's most recognizable cross streets, its proximity to highways, public transportation, and other area retailers and traffic generators.</p>	<p>Calculate the Capitalization Rate</p> <p>The capitalization rate is the rate of return based on the expected income the property will generate (capitalization rate = yearly income / total value).</p>
<p>Evaluate Property Condition</p> <p>If you have an older property, you may want to consider getting an inspection done before you sell.</p>	<p>Create a Rent Roll</p> <p>A rent roll provides a list of all you're the current tenants in your property, their contract expiration dates, lease rates, and rate types.</p>
<p>List Property Highlights</p> <p>Research the differences between competitive listings to understand their offerings compared to the sale price.</p>	<p>Create a Pro Forma Statement</p> <p>Including a pro forma income statement will demonstrate the mix of tenants and how much yearly income they can expect from the property.</p>

Seller services include...

- Market analysis
- Visible signage
- Listing onto online databases
- Consultation
- Additional marketing materials may be available upon request

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8 Things that will Lease your Commercial Vacancies

<p>Lease Rate Comparison</p> <p>Competitors offering significantly lower lease rates can be difficult. Offering amenities such as covered parking, security systems or other can turn the tables.</p>	<p>Curb Appeal</p> <p>Well-maintained buildings attract higher quality tenants. In addition, higher lease rates can be negotiated when the building is well cared for.</p>
<p>Location Highlights</p> <p>List the vacancies in your building. Note your building's most recognizable cross streets, its proximity to highways, public transportation and traffic generators.</p>	<p>Online databases</p> <p>Large commercial real estate databases can help expose your vacancies to thousands of real estate agents and business owners.</p>
<p>Property Highlights</p> <p>Research the differences between competitive listings to understand their offerings compared to their lease rates.</p>	<p>Brochures</p> <p>An effective brochure can be a vital tool when attracting new tenants. Focus the brochure's content on the property features that will appeal to your target market.</p>
<p>Demographics Report</p> <p>Running a one-, three- and five-mile demographics report on your property will provide you with necessary insights into the surrounding area.</p>	<p>Signage</p> <p>Create large, readable, and attractive signs to place near your vacant properties. Signs should be visible from the street and have a phone number.</p>

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Tenant Rep

8 Tips to Finding the Perfect Space for your Business

<p>Know your Budget</p> <p>Whether you are browsing online, driving around particular neighborhoods, or working with a broker, applying a budget is the best way to narrow your search.</p>	<p>Growth and Expansion</p> <p>Growth and the need to expand can be just around the corner, but it can be costly and time consuming to buy a property that you suddenly grow out of.</p>
<p>Reduction and Expansion</p> <p>When looking for a commercial property, it is important to consider how flexible or rentable the space is, in case you need to downsize or expand in the future.</p>	<p>Capital Appreciation</p> <p>When you purchase a commercial property, you are also making an investment. You may also gather profit by leasing additional space to other companies.</p>
<p>Location, Location, Location</p> <p>Consider all necessities, including access to public transportation, proximity to highways, parking, and closeness to your preferred area.</p>	<p>Planning</p> <p>When looking at moving your business location or setting up in a space for the first time, be aware of exactly what your company does, and where it is headed.</p>
<p>Cash Outlay</p> <p>Purchasing is an option for those that can afford a large cash commitment. Many companies prefer to reduce the risk by renting rather than by making a large commitment to buy.</p>	<p>Tour Properties</p> <p>When touring potential properties consider your business plans and ambitions. Ensure that you buy or lease a space that will evolve with your business.</p>

Tenant services include...

- Demographics
- Traffic counts
- Supplier proximity
- Comparable analysis
- Rate comparison
- Vendor proximity

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