

## **Small Business Clients – Tools - Property Analysis Form**

### PROPERTY ANALYSIS FORM – OFFICE BUILDING

#### **The Building**

Building Name:

Building Address:

Building Class:

Type of Property:

- Business Park
- Suburban, Low-Rise
- Suburban, High-Rise
- Urban, Low-Rise
- Urban, High-Rise

Year Built:

Building Size:

- Square Feet
- Number of Floors
- Size of Floors

Load Factor:

Parking:

- Total Spaces
- Spaces per 1,000 SF
- Spaces per tenant

Operating Hours:

Security:

Management:

Overall Appearance:

- Landscaping
- Lobby
- Common Areas

On-Site Amenities:

- Dining
- Convenience Stores
- Fitness Center
- Hotel/Conference Facility
- Upscale Retail Shops

#### **Physical Aspects of the Property: Type and Quality**

Lobby Features:

Bay Depths:

Shell:

Skin:

Ceilings:

Columns:

Core:

Windows:

Mullions:

Floor Ducting:

Floor Load:  
HVAC:  
Lighting:  
Carpeting :  
Bathrooms:  
Life Safety Features:  
Telecommunications:  
Storage:  
Elevators:  
    Number of Elevators:  
    Per SF Ratio:  
    Elevator Speed:  
    Freight Elevators:

## **Financials**

Vacancy Rate:  
Tenant Mix:  
Copies of Income/Expense Statements:  
Lease Rollovers:  
Current Effective Rents:  
Tax Rate:  
Existing Building Financing:  
    Mortgage Amount:  
    Interest Rate:  
    Second Mortgage (If Applicable) :  
    Mezzanine Financing (If Applicable) :  
Asking Price  
    Total:  
    Per Square Foot:  
Cap Rate Assumed for Transaction:  
Estimated Cost of Modernization:  
Owner Financing Available:  
Percentage of Equity Required:  
Expected Cash on Return:  
Expected Internal Rate of Return: