LISTING DATA FORM

WALLACE PROPERTIES

DATE _____ ☐ NEW LISTING ☐ UPDATE INFORMATION

AGENT NAME _____

PROPERTY NAME _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PROPERTY LISTING ☐ LEASE ☐ SALE

PROPERTY TYPE ☐ RETAIL ☐ OFFICE ☐ INDUSTRIAL ☐ FLEX ☐ LAND

MARKETING COMMENTS ABOUT THE SPACE(S)

LEASED? TENANT NAME _____ YEARS SIGNED _____ PUBLISH (DJC, WPI, Facebook…) YES / NO

TOTAL BLDG SF/LOT SF _____ BUILT _____ SUBLEASE? THROUGH _____

AVAILABLE OFFICE SF _____ DIVISIBLE TO _____ FLOOR/SUITE _____

AVAILABLE RETAIL SF _____ DIVISIBLE TO _____ FLOOR/SUITE _____

AVAILABLE IND. SF _____ DIVISIBLE TO _____ FLOOR/SUITE _____

MAX. CONTIGUOUS SF _____ LISTING EXPIRATION DATE _____

RENTAL RATE/PRICE _____ OUTSIDE COMMISSION _____

LEASE TYPE _____ NNN CHARGES _____

TAX PARCEL # _____ ZONING (SALE PROPERTIES ONLY) _____

NUMBER OF… BUILDINGS _____ FLOORS _____

PARKING RATIO _____ HVAC? YES / NO SPRINKLERS? YES / NO

NEWS RELEASE? YES / NO (IF YES, WILL NEED YOUR ASSISTANCE IN WRITING NEWS RELEASE.)

IF APPLICABLE: HAVE YOU PROVIDED PICTURES? _____ FLOOR PLAN(S)? _____ PLAT MAP? _____

MARKETING DPT ONLY
☐ WPI Website ☐ CoStar ☐ CBA ☐ LoopNet ☐ OfficeSpace ☐ Craigslist
☐ WPI Listing Sheets ☐ Flyer ☐ DJC ☐ WPI News ☐ WPI Facebook ☐ Sign Requisition
☐ Front Desk Flyer ☐ Mass Email ☐ Crexi ☐ Commercial Edge DATE COMPLETED _____

TEMPLATE UPDATED OCTOBER 2019