

Commercial/Rental Property Standard Questionnaire

Form PT-061
PT-061.ai Rev. 11/99

General Information

Contact person	Telephone number	Date
Property owner name		
Property owner address		
City	State	Zip
Property address	Property serial or account number	
City	Zip	
Current use of property		

Sale Information

If this property was sold in the past five years, complete the following questions

Date of sale	Sale price	Down payment amount
	\$	\$
Value of personal property included in sale price, if any (furniture, equipment, etc.)		
\$		
Describe type of financing		

Rent/Lease Information

If this property was rented or leased in the past two years, complete the following questions, or provide a copy of the rental or lease agreement.

Tenant's name		
Tenant's business or trade name		
Length of lease	Date lease began	Date lease ended
Leasable area	Common area	Base monthly rent (actual rent paid by tenant)
sq ft	sq ft	
Escalation/reduction terms		
Describe any lease options		
Expenses paid by owner		
<input type="checkbox"/> Water	<input type="checkbox"/> Electricity	<input type="checkbox"/> Janitorial
<input type="checkbox"/> Property tax	<input type="checkbox"/> Ext. maint.	<input type="checkbox"/> Int. maint.
<input type="checkbox"/> Structural replacement	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Insurance
		<input type="checkbox"/> Yard care
		<input type="checkbox"/> Roof repair
Total landlord expenses last 12 months	Vacancy for past 2 years (in weeks)	
\$		
Is this a multiple use property?	Type	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Apartment <input type="checkbox"/> Hotel <input type="checkbox"/> Motel <input type="checkbox"/> Other: _____	
Number of units	Comments (use reverse side for additional space)	