

Investor - Tools

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: