



DATA COLLECTION LIST

Downtown Properties

Downtown Real Estate

retail strategies

Use this as a guide for the important information to collect on properties in your downtown.

Downtown Gross Leasable Area (GLA): _____

Property 1

Address _____

Name of Tenant _____

Lease Expiration Date _____

Condition of Property _____

Last Use of Property _____

Property Accents _____

Property Issues _____

Misc Notes

Ownership Name (LLC) _____

Square Footage _____

Operating Costs _____

Property Owner

Name _____

Phone/Email _____

Broker Contact

Name _____

Phone/Email _____

Property 2

Address _____

Name of Tenant _____

Lease Expiration Date _____

Condition of Property _____

Last Use of Property _____

Property Accents _____

Property Issues _____

Ownership Name (LLC) _____

Square Footage _____

Operating Costs _____

Property Owner

Name _____

Phone/Email _____

Broker Contact

Name _____

Phone/Email _____

Misc Notes

Property 3

Address _____

Name of Tenant _____

Lease Expiration Date _____

Condition of Property _____

Last Use of Property _____

Property Accents _____

Property Issues _____

Ownership Name (LLC) _____

Square Footage _____

Operating Costs _____

Property Owner

Name _____

Phone/Email _____

Broker Contact

Name _____

Phone/Email _____

Misc Notes