

## GENERAL PROPERTY INFORMATION

<b>PROPERTY NAME(S):</b>	
Street Address	
City	
State	
ZIP Code	
County	
Property Type	
Year Built	
Last Major Remodel/Systems Upgrade	

KEY PERSONNEL:	NAME	PHONE	EMAIL
Property Manager			
Operations Manager			
Chief Building Engineer			
Property Accountant			

FACILITY INFORMATION:	COMMENTS
Total Building Area (SF)	
Total Conditioned Gross Leaseable Area	
Common Area (SF)	
# Floors Above Grade	
# Floors Below Grade	
# Units (if Applicable)	
Space Allocations (% each use)	

UTILITY/SUPPLIER INFORMATION:	NAME	PHONE
Electrical Supplier		
Natural Gas Supplier		
Water and Sewer Supplier		
Other		

OTHER INFORMATION:	COMMENTS
Availability of space for storage of testing equipment	
Availability of plans, specifications and O&M materials	
Hours of Operation	
Need to perform work during off hours	
Security issues	