

Building Inventory

Building Information

Building Name:

Street Address:

City: State: Zip:

Owner(s):

Contact: First: Last:

Contact Address:

City: State: Zip:

Contact Phone: Contact FAX:

Contact Email:

Assessed Value/Taxes

Year	\$ Land	\$ Imp.	\$ Total	RE Tx
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Last Sale Date: Sale Amount:

Incentives Tif Tax Abatement Enterprise Zone

Other:

Physical Characteristics

Zoning Type:

of Floors: Not Including Basement

of Commercial Units: # in Use or Usable:

of Residential Units: # in Use or Usable:

Square Footage Information

Total Sq. Footage: 3906

	Sq. Ft.	Use
Basement:	<input type="text"/>	<input type="text"/>
Ground Floor:	<input type="text"/>	<input type="text"/>
Upper Floor 2:	<input type="text"/>	<input type="text"/>
3:	<input type="text"/>	<input type="text"/>
4:	<input type="text"/>	<input type="text"/>
5:	<input type="text"/>	<input type="text"/>

Building Amenities

(Check All That Apply)

Rear Entrance Basement Alley Access

Exterior Entrance to Upper Floors Loading Dock Elevator

Handicap Accessible

Other:

Type of Foundation

Block Brick Poured Stone

Other:

Type of HVAC

Electric Natural Gas Central Heat Central Air

Propane Fuel Oil Baseboard Radiator

Other:

Type of Electrical Service

100 Amps 200 Amps 400 Amps Single Phase

Triple Phase Fuses Circuit Breakers

Other:

Business Information

Business Type:

Business Name:

Contact Name: First Last:

Mailing Address:

City: State: Zip:

Business Phone 1: FAX:

Contact Email:

Business Website:

Date Business Was Established:

Total Sq. Ft. of Business Space:

Does the Business the Business Space

If Renting, What is the Monthly Rent:

Rent Includes: (Check All That Apply)

Electricity Water Heat Garbage

Terms of Lease:

Lease Ending Date:

Business Classification

Business Description:

Niche/Specialty:

Primary Products and Services

Business Hours

	Open	Close
Monday:	<input type="text"/>	<input type="text"/>
Tuesday:	<input type="text"/>	<input type="text"/>
Wednesday:	<input type="text"/>	<input type="text"/>
Thursday:	<input type="text"/>	<input type="text"/>
Friday:	<input type="text"/>	<input type="text"/>
Saturday:	<input type="text"/>	<input type="text"/>
Sunday:	<input type="text"/>	<input type="text"/>

of Full-Time Employees # of Part-Time Employees

of Seasonal Employees:

Parking Information:

On Street Parking Off Street Parking

of Spaces Dedicated for Customers:

of Spaces Dedicated for Staff/Employees:

Historic Information

Date of Construction:

Individual Register Listing: National Local

District Listing: (If Yes, Check All That Apply)

Contributing Non-Contributing Significant Local

Building Conditions

Foundation: Roof:

Facade: HVAC:

Plumbing: Electrical:

Structure:

Property Availability

For Sale

Sale Price: Realtor:
Realtor Phone: Email:
Terms:

Extra Information

Current Pictures Location of Picture(s):
 Historical Pictures Location of Picture(s):
 Maps Location of Map(s):
Other Useful Sources:

Parcel #:
Lot #:
Building #:

Completion Information

Form Completed By: Date:
Form Updated By: Date: