VIRGINIASCAN OFFICE BUILDING DATA SHEET
FIELDS IN RED ARE REQUIRED

LOCATION

Property Name: _____________________________________________________________________________________________
Street Address: ____________________________________________________________________________________________
City: ___________________________ Zip Code: _____________ Locality: _____________________________
Within Corporate Limits: Yes [ ] No [ ] Office Park/Research Park _____________________________
Foreign Trade Zone: Yes [ ] No [ ] Hub Zone: Yes [ ] No [ ] New Market Tax Credit Zone: Yes [ ] No [ ]

OWNERSHIP

Available for Lease: Yes [ ] No [ ] Available for Lease/Purchase: Yes [ ] No [ ] Lease Type: _____________________________
Minimum Lease Rate (per sq. ft.): _____________________________ Maximum Lease Rate: _____________________________
Available for Sale: Yes [ ] No [ ] Sale Price: _____________________________ Publicly Owned: Yes [ ] No [ ] Date Available: ________________
Owner: ____________________________ Phone: _______________ E-Mail: _____________________________
Broker Contact: ____________________________ Phone: _______________ E-Mail: _____________________________
Submitted By: ____________________________ Date Submitted: _____________________________

SPECIFICATIONS

Total Building Space (sq. ft.): ______________ Total Available: ______________ Maximum Contiguous: ______________
Contiguous To Floor: ______________ Total Space Per Floor: ______________ Office: ______________
Other: ______________ Minimum Space Available: ______________ Number of Floors: ______________
Multi-Tenant: Yes [ ] No [ ] LEED Certified: Yes [ ] No [ ] Class A: Yes [ ] No [ ]
Heat: _____________________________ A/C: _____________________________ Recent Use: _____________________________

CONSTRUCTION

Construction Type: _____________________________
Construction Year: ______________ Year of Additions: ______________ Roof Type: _____________________________
Sprinkler Type: _____________________________ Floor Type: _____________________________ Floor Reinforced: Yes [ ] No [ ]
Floor Thickness (inches): ______________ Raised Floor: Yes [ ] No [ ]
Insulation: Yes [ ] No [ ] Insulation Location: _____________________________ Insulation Thickness: ______________

SITE SPECIFICATIONS

Site Acreage: ______________ Additional Acreage Available: ______________ Conforms to Present Zoning: Yes [ ] No [ ]
Zoning Classification: _____________________________
Zoning Restrictions: _____________________________
On-Site Parking: Yes [ ] No [ ] Number of Employee Parking Spaces: ______________
### FEATURES

**Call Center**
- Call Center: Yes [ ] No [ ]
- Call Center Space (sq. ft.): ______________
- Number of Workstations: ______________
- Plug and Play: Yes [ ] No [ ]

**Data Center**
- Data Center: Yes [ ] No [ ]
- Data Center Space (sq. ft.): ______________

**Clean Room**
- Available: Yes [ ] No [ ]
- Space (sq. ft.): ______________
- Class: ______________

**Lab Space**
- Lab Type: ______________
- Lab Space (sq. ft.): ______________
- Number of Labs: ______________
- Most Recent Use of Space: ______________
- Construction Year: ______________
- Year of Additions: ______________
- Existing Equipment: ______________
- Shared Services: ______________
- Additional Fit-Out Required: Yes [ ] No [ ]
- Time Needed for Fit-Out: ______________
- Lease Rate (per sq. ft.): ______________

**Other**
- Computer Room: Yes [ ] No [ ]
- Other Features: ______________

### UTILITIES

**Electric Power**
- Name of Primary Supplier: ______________
- Name of Secondary Supplier: ______________
- Redundant: Yes [ ] No [ ]
- Voltage: _____
- Phase: _____
- Amps: _____
- Electric UPS: Yes [ ] No [ ]
- Generator: Yes [ ] No [ ]

**Natural Gas**
- Name of Supplier: ______________
- Distance from Property (feet): ______

**Water**
- Water Provider: ______________
- Distance from Property (feet): ______

**Sewer**
- Sewer Provider: ______________
- Distance from Property (feet): ______

**Telecommunications**
- Primary Telecommunications Provider: ______________
- Other Providers: ______________
- Fiber: Yes [ ] No [ ]
- Distance to Fiber (feet): ______________
- Redundant Routes: Yes [ ] No [ ]
- Wireless Broadband: Yes [ ] No [ ]
- Sonet Ring: Yes [ ] No [ ]
- Other: ______________
TRANSPORTATION

Highway

Name/Route Number of Highway or Street Serving Property: _______________________________________________________

Public Transportation

☐ Bus ☐ Rail ☐ Water

COMMENTS

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To be included in our VirginiaScan sites and buildings search system, a valid street address or nearest street intersection must be provided. If a valid street address is not available, an aerial photograph or tax map showing the location of the building must be provided. Color photographs of the exterior and interior of the building should also be included, as well as any available floor plans, site plans, etc. Digital images are welcome and may be e-mailed to mmende@vedp.org. This form should be returned to:

VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP
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