

VIRGINIASCAN OFFICE BUILDING DATA SHEET

FIELDS IN RED ARE REQUIRED

LOCATION

Property Name: _____

Street Address: _____

City: _____ Zip Code: _____ Locality: _____

Town: _____ Within Town Corporate Limits: Yes ☐ No ☐

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

CONTACTS

Owner Name: _____ Phone: _____ E-Mail: _____

Number of Owners: _____ Property Ownership: Private ☐ Public ☐ Public-Private ☐

Primary Broker Contact: _____ Phone: _____ E-Mail: _____

Secondary Broker Contact: _____ Phone: _____ E-Mail: _____

PRICING & AVAILABILITY

Multi-Tenant: Yes ☐ No ☐ Building Construction Status: Existing ☐ Proposed ☐ Under Construction ☐

Available for Sale: Yes ☐ No ☐ Sale Price: _____ Investment Property: Yes ☐ No ☐

Lease Options (select all that apply): Lease ☐ Lease/Purchase ☐ Sublease ☐ Lease Type: _____

Minimum Lease Rate (per sq. ft.): _____ Maximum Lease Rate: _____

SPECIFICATIONS

Total Building Space (sq. ft.): _____ Total Available: _____ Maximum Contiguous: _____

Minimum Space Available: _____ Typical Space Per Floor: _____ Class A: Yes ☐ No ☐

Number of Floors: _____ Recent Use: _____

CONSTRUCTION

Construction Type: _____

Construction Year: _____ Year of Additions: _____ LEED Certified: Yes ☐ No ☐

Roof Type: _____ Sprinkler Type: _____

Floor Type: _____ Floor Reinforced: Yes ☐ No ☐ Floor Thickness (inches): _____

SITE SPECIFICATIONS

Site Acreage: _____ Additional Acreage Available: _____ Parking Spaces: _____

ZONING

Zoning Classification: _____

Zoning Type (select only one): Agricultural ☐ Commercial ☐ Heavy Industrial ☐ Light Industrial ☐ Mixed Use ☐

Light and Heavy Industrial ☐ Office ☐ Other ☐ Residential ☐ Retail ☐

UTILITIES

Electric Power

Name of Primary Supplier: _____

Name of Secondary Supplier: _____

Generator: Yes ☐ No ☐

Uninterruptible Power Supply: Yes ☐ No ☐

Natural Gas

Name of Supplier: _____ **Distance from Property (feet):** _____

Line Size (inches): _____

Water

Water Supplier: _____ **Distance from Property (feet):** _____

Name of Secondary Supplier: _____ **Line Size (inches):** _____

Sewer

Sewer Provider: _____ **Distance from Property (feet):** _____

Name of Secondary Supplier: _____ **Line Size (inches):** _____

Fiber/Broadband

Primary Fiber/Broadband Provider: _____

Other Providers: _____

Distance from Property (feet): _____

INCENTIVES

Hub Zone: Yes ☐ No ☐ **New Market Tax Credit Zone:** Yes ☐ No ☐ **Foreign Trade Zone:** Yes ☐ No ☐

Technology Zone: Yes ☐ No ☐

COMMENTS

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
REAL ESTATE SOLUTIONS DIVISION**

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