



**Sale and Income Verification - Single or Multi-Tenant****Description of Complex and Amenities**

1. Property Address: \_\_\_\_\_  
2. Name of Complex (if any): \_\_\_\_\_  
3. Total Number of Buildings: \_\_\_\_\_ Total Number of Rental Units: \_\_\_\_\_ Total Leasable Area: \_\_\_\_\_  
4. Is any portion of the property owner occupied? ☐ YES ☐ NO If YES, how much? \_\_\_\_\_

5. Please indicate any of the following site amenities or services that apply:

- ☐ Security ☐ Fire Sprinklers ☐ Elevator(s) ☐ Custodial Service ☐ Refrigeration/Climate Control

6. Please indicate the type of complex (by category):

Retail ShoppingOffice CentersOther CommercialService /  
Manufacturing / Storage

- ☐ Retail Store  
☐ Department Store  
☐ Shopping Center  
☐ Shopping Mall  
☐ Supermarket  
☐ Gas / Convenience

- ☐ General Offices  
☐ Financial Services  
☐ Professional Services  
☐ Medical Offices  
☐ Auto Sales Offices  
☐ Insurance Offices

- ☐ Restaurant / Lounge  
☐ Fast Food  
☐ Nightclub / Bar  
☐ Theater / Auditorium  
☐ Wholesale Outlet  
☐ Apartments

- ☐ Light Industrial  
☐ Heavy Industrial  
☐ Warehousing  
☐ Mini-Warehousing  
☐ Auto Service  
☐ Other Service

☐ Other (specify): \_\_\_\_\_

**Purchase or Exchange Data Verification**

(This section is ONLY applicable if property was purchased within the past **THREE** years.)

1. Please verify the date of purchase and price. Date: \_\_\_\_\_ Purchase Price: \_\_\_\_\_  
2. Was the deed recorded within 12 months of original contract? ☐ YES ☐ NO If NO, contract date. \_\_\_\_\_  
3. Was the sale financed? ☐ YES ☐ NO If YES, please list financing information.  
First amount financed: \_\_\_\_\_ Interest rate: \_\_\_\_\_ Loan term (years): \_\_\_\_\_ Balloon? (years) \_\_\_\_\_  
Additional financing: \_\_\_\_\_ Interest rate: \_\_\_\_\_ Loan term (years): \_\_\_\_\_ Balloon? (years) \_\_\_\_\_  
4. Were there any significant items of personal property included in the stated purchase price (Such as furniture, machinery, equipment, free-standing appliances, or other tangible items)? ☐ YES ☐ NO If YES, please list and amounts. \_\_\_\_\_  
5. Please list any unusual circumstances or conditions that were present during the transaction. ☐ N/A  
☐ Parties related by family ☐ Parties related by business ☐ Partial ownership ☐ Distress sale  
☐ Forced sale by court order ☐ Foreclosure pending ☐ Title defects ☐ Mineral rights  
6. Since the date of purchase, have you substantially altered the property in any way (such as additional buildings, pools or tennis courts, major renovations or demolition)? ☐ YES ☐ NO If YES, please list items and approximate cost. \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- ☐ Buyer ☐ Seller ☐ Attorney ☐ Accountant ☐ Manager ☐ Closing Agent ☐ Broker

**EDDIE CREAMER, Property Appraiser**