

MEMORANDUM

TO: _____ (CBC attorney)

FROM: _____

DATE: _____

RE: **Property Information and Contact Sheet for Prospective Sale of** _____

Addresses & names of buildings or areas that will be sold (parking, or unimproved)	
Whether we will retain ownership of any adjoining property	
Legal description	
PIN number(s)	
Sidwell or assessor's map marked to show what will be sold and what, if anything, will be retained	Attach
Whether the property we are selling shares a PIN with property we are retaining	
Property tax status: exempt or non-exempt	
Whether property we are selling is separately metered for all utilities	
Most recent title policy, if any	Attach
Whether new title commitment has been ordered	
If new title commitment has been ordered, title company name, order number, title officer, copy of title commitment and underlying exception documents	
If new survey has been ordered	
Most recent survey, if any	Attach
Site plans (G&B or other), if any	Attach
Copies of leases affecting the property we are selling (tenants of the buildings or tenants having rights over property to be sold)	Attach
Whether operating agreements need to be terminated or assigned (e.g. landscaping)	
Whether the building(s) are currently occupied or vacant	
Whether leases will be assigned or terminated	
Unusual conditions, e.g. property has not been occupied for many years, gas tanks, historic designations, vandalism	
Contingencies (zoning, financing, etc.) we are willing to accept	
Desired timeline for sale and reasons for certain target dates	
List (names) of property records we have for the site. Delivery of documents can follow later.	

CONTACT INFORMATION
(name, address, email, phone, fax)

CBC Real Estate Office main point of contact	
CBC Parish main point of contact	
CBC Broker	
Buyer	
Buyer's Broker	
Buyer's Attorney	