



Business and Building Inventory

Business Information

Business Name _____
 Local Contact _____
 Street Address _____
 P O Box _____
 City, State Zip _____

Business Owner (if different from Local Contact) _____
 Mailing Address _____
 City, State, Zip _____

Business Contact Information

Telephone Number _____
 Email Address _____
 Website _____

Type of Business (Use NAICS Code) _____
 Number of Employees – Full Time _____ Part Time (<30 hrs.) _____
 Square Footage of Building Used by this Business _____

Days/Hours of Operation	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open							
Close							

Building Information

Building Owner (if different from Business Owner) _____
 Mailing Address _____
 City, State, Zip _____
 Telephone Number _____ Email _____
 Parcel ID Number _____

OPTIONAL INFORMATION

Building Size -
 Number of Stories _____ and Square Feet per Floor _____
 Rent _____ *If building is For Sale or Rent, fill out additional form.*
 Parking Spaces on the property _____
 General Condition of Building: (circle one) Excellent Good Fair Poor
 Building is eligible for the National Register of Historic Places:
 Yes _____; No _____; Date Listed _____

Form Completed by _____ Date _____

Building that is For Sale or Rent

Additional Information to Collect

Building Address: _____

Building Name (if known this way) _____

Building Features:

List features that help describe this building. Since downtown buildings can be so varied, there is no short list that would cover all buildings. Possible items to list include the following: S.F of office space; Age of Heating and Air Conditioning system; Number of restrooms; Construction materials-brick, hardwood floors; Number of floors

Investment Summary:

Sale Price \$ _____

Rent Price \$ _____

Building Size in Square Feet: _____

Lot Size (width) _____ Lot Size (depth) _____

List Eligible Tax Credit Programs and Special Financing:

Parcel ID Number (from County Tax Assessor) _____

Contact Information:

Name _____

Company _____

Address _____

City, State, Zip _____

Phone number: _____

Email address: _____

Date Information Collected _____

Collected by _____

Please take a photo of all available buildings.

Example of For Sale Building

122 Any Street

Building Features:

Large reception/waiting area
Secretarial area large enough for two desks
Two large offices
Large conference room with shelves
Two bathrooms
Storage space
Fully furnished

*Sample Form to show
an available building.*

Former First Citizens Bank
Two vaults
Built 1927

Investment Summary:

Price \$130,000 Building Sq. Ft. Approx 2,200

Price/Sq. Ft. \$59.09

Lot Size (width) 22 feet

Lot Depth 100 ft

Depth 100 feet

Parcel No. 089K-31-323-00

Contact:

John Doe
P O Box 462
Houston, Mississippi 38851

Work 662-555-5555



Information as of September 11, 2013