



MARKETING MATERIAL REQUEST FORM

PROPERTY NAME: _____

PROPERTY ADDRESS: _____

PROPERTY TYPE: ☐ OFFICE ☐ RETAIL ☐ INDUSTRIAL ☐ MULTIFAMILY ☐ INVESTMENT

REQUESTED COMPLETION DATE: _____

PROJECT TYPE:

- ___ Leasing Flyer (1-4 Pages)
- ___ Sale Flyer (1-4 Pages)
- ___ Sale Package/Offering Memorandum (5-30 Pages)
- ___ Property Valuation/BOV
- ___ Listing Proposal
- ___ Representation Proposal
- ___ Management Proposal
- ___ Open House Announcement
- ___ Post Card / Mailer
- ___ Meeting Presentation
- ___ Other _____
- _____

ITEMS TO INCLUDE:

- ___ Property Photos
- ___ Site / Building Plans
- ___ Aerial Map
- ___ Property Comparables
- ___ Financial Information
- ___ Company Profile Page
- ___ TCN Profile Page
- ___ Broker Profile
- ___ Transaction Resume Page
- ___ Marketing Strategy Page
- ___ Quarterly Market Report
- ___ Other _____
- _____

MARKETING EXPOSURE:

- ___ Self-Marketing (on your own)
- ___ Email Campaign (your contacts)
- ___ Vertical Email
- ___ N&S Website
- ___ CoStar / LoopNet
- ___ Craigslist
- ___ Social (Facebook/Twitter)
- ___ LinkedIn
- ___ Press Release
- ___ Printed & Bound
- ___ Other _____
- _____

BROKER 1: _____

BROKER 2: _____

BROKER 3: _____

DATE: _____



FEATURES:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

ZONING:

LAND AREA:

BUILDING SIZE:

AVAILABLE SPACE(S):

SUITE: _____

SIZE: _____ SF

LEASE RATE: _____ /SF/YR /SF/MO /MONTH

LEASE TYPE:

☐ NNN ☐ FS ☐ MG ☐ GROSS

SUITE: _____

SIZE: _____ SF

LEASE RATE: _____ /SF/YR /SF/MO /MONTH

LEASE TYPE:

☐ NNN ☐ FS ☐ MG ☐ GROSS

SUITE: _____

SIZE: _____ SF

LEASE RATE: _____ /SF/YR /SF/MO /MONTH

LEASE TYPE:

☐ NNN ☐ FS ☐ MG ☐ GROSS

NOTES:
