



COMMERCIAL REAL ESTATE PRE-LISTING CHECKLIST

Broker Readiness Template

PROPERTY OVERVIEW

Property name: _____

Address: _____

Asset type: _____

Submarket: _____

Target launch date: _____

1. CORE PROPERTY INFORMATION

- Legal property name verified
- Full address confirmed
- Parcel number(s) confirmed
- Property type and subtype defined
- Year built / major renovations confirmed
- Lot size confirmed
- Building size confirmed
- Rentable vs. usable square footage reconciled
- Current occupancy rate verified
- Vacancy rate confirmed

Positioning

- Asset class identified (A / B / C)
- Stabilized or value-add clearly defined
- Single-tenant or multi-tenant specified
- Owner-user potential addressed (if applicable)

Final check

- All figures match across OM, listing platform, and internal model

2. FINANCIAL DOCUMENTATION

Current performance

- Clean rent roll prepared
- Rent roll reconciles to reported income
- Trailing 12-month (T-12) statement completed
- Operating expense breakdown verified
- NOI calculation confirmed
- Vacancy assumptions clearly stated

Lease structure and risk

- Lease start/end dates verified
- Escalation terms summarized
- Expense reimbursement structure clarified
- Tenant concentration reviewed
- Lease expiration schedule prepared

Projections

- Actual vs. pro forma income clearly separated
- Rent growth assumptions supported
- Stabilization timeline documented
- Conservative underwriting applied

3. PRICING VALIDATION

- Recent comparable sales reviewed
- Active competing listings analyzed
- Submarket cap rate benchmarks confirmed
- Vacancy and absorption trends reviewed
- Supply pipeline considered
- Implied cap rate calculated

If pricing differs from comps

- Justification documented (tenant quality / location / upside / lease term)

Market analytics check

- Comparable transactions analyzed
- Cap rates benchmarked
- Pricing trends reviewed
- Property report generated

4. CONDITION AND COMPLIANCE

Physical condition

- Roof age confirmed
- HVAC age confirmed
- Major systems reviewed
- Recent capital improvements listed
- Deferred maintenance identified
- Structural concerns evaluated

Regulatory and environmental

- Zoning classification confirmed
- Permitted uses verified
- ADA compliance reviewed
- Fire and safety compliance confirmed
- Phase I / II environmental status known
- Inspection reports reviewed (if applicable)
- Known issues documented and addressed in positioning

5. MARKETING MATERIALS

- High-resolution exterior photography
- High-resolution interior photography
- Floor plans prepared
- Site plan included
- Drone imagery (if relevant)
- Executive summary written
- Offering memorandum structured
- Financial tables clearly formatted

Executive summary must answer

- What is being sold?
- What is the income profile?
- What differentiates this asset?
- Who is the ideal buyer?
- Key figures (NOI, cap rate, occupancy, lease terms) visible at a glance

6. BUYER DUE DILIGENCE PREPARATION

- All financials reconciled
- Documents organized in structured folder/data room
- NDA process defined
- Known risks identified
- Capital expenditure plans clarified
- Historical operating statements available
- Service contracts accessible
- Tax bills compiled
- Insurance records available
- Lease copies organized
- Response plan prepared for common buyer questions

7. FINAL PRE-LAUNCH REVIEW

- Offering memorandum read start-to-finish
- All numbers consistent across documents
- Pricing logic internally validated
- Ambiguous statements removed
- Listing explains the asset without verbal clarification

SIGN-OFF

Prepared by: _____

Date: _____

Listing approved for market release:

- Yes No