

**CITY OF WINCHESTER ECONOMIC REDEVELOPMENT
AVAILABLE PROPERTIES LISTING
APPLICATION**

This information will be made available to potential investors via the Economic Redevelopment website and/or the Available Properties Database maintained by the Economic Redevelopment office and available to investors upon request. *Property must be located within the Winchester City limits.* Return to Office of Economic Redevelopment, 2 North Cameron Street, Suite 100, Winchester, VA 22601.

***Identifying Name:** _____

***Business Description:** _____

***Address of property:** _____

***Property Owner:** _____

***Address/Phone #:** _____

Business Owner: _____

Daytime Phone: _____

***Name of realtor handling sale or lease:** _____

***Address/Phone Number:** _____

Acreage (if unimproved lot): _____

Square footage of sales/operating space:

First floor: _____ Second floor: _____ Third floor _____

Square footage of storage/unused space:

First floor _____ Second floor _____ Third floor _____

Current use: _____

Is property for:

Rental: Y ___ N ___ If yes, rental per square foot: \$ _____ Monthly \$ _____

Lease: Y ___ N ___ If yes, length or term of lease: _____

Will you renovate to suit tenant? Y ___ N ___ has property been recently renovated? Y ___ N ___

Amenities: (check all that apply)

HVAC _____

Utilities _____ (included with rent? _____)

Rear entrance _____ Front entrance _____

Parking _____

Display window _____

"Smart Building" (computer hook-ups) on second floor _____

Handicapped accessible _____

Other: _____

Is property for:

Sale: Y ___ N ___ If yes, sale price: _____

Date: _____ Signature of
Property Owner/Agent: _____

**CITY OF WINCHESTER ECONOMIC REDEVELOPMENT
AVAILABLE PROPERTIES LISTING
APPLICATION**

DIRECTIONS FOR COMPLETING APPLICATION

All properties must be located within the Winchester city limits to be included in the Economic Redevelopment Available Properties Database. Fields marked with an asterisk (*) are required. Please complete all other pertinent information. If information is missing, your property might not be included on the Economic Redevelopment website or in the Economic Redevelopment Available Properties Database.

WEBSITE

Properties listed in the Economic Redevelopment Available Properties Database will be rotated regularly.

SUBMITTING A PICTURE

If your building exceeds 5,000 square feet of space and it is posted on the Economic Redevelopment website, we will include a picture with the property description. Please submit a good quality picture (photo or rendering) no larger than 8x10, which can be scanned. If you send a picture via e-mail, the file can be no larger than 50 kb, and it is recommended that your picture be sized to 230 pixels wide by 200 pixels tall.

UPDATING INFORMATION

We request that you contact our office when a property you have submitted is sold or leased. You can call our office at (540) 722-7575. Notices will be sent periodically asking you to review the information we have on file and asking for updates. If you no longer wish to have your properties listed in the ER Available Properties database, please contact us.

This information will be made available to potential investors via the Economic Redevelopment website and/or the Available Properties Database maintained by the Economic Redevelopment office and available upon request.

Mail to:

Office of Economic Redevelopment
2 North Cameron Street, Suite 100
Winchester, VA 22601

E-mail to:

kjackson@ci.winchester.va.us

Fax to:

(540) 722-7570