

OLD TOWN PROPERTY/BUSINESS/SPACE INVENTORY

Address of property: _____

Historic or Identifying Name: _____

Property Owner: _____

Address/Phone #: _____

Business Owner: _____

Daytime Phone: _____

Name of realtor handling sale or lease: _____

Address/Phone #: _____

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) _____

Handicapped accessible _____

Other _____

Is property for:

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

Is business for:

Sale: Y ___ N ___ Asking price \$ _____

(If property is leased, is the lease guaranteed with sale of business Y ___ N ___)

Business description: _____

Would you like the Old Town Development office to make this information available to potential tenants or buyers? Y ___ N ___

Date: _____ Property Owner/Agent: _____

**Return to Old Town Development Board, 128 North Cameron Street, Winchester, VA 22601
or fax to: (540) 722-7570**