



Apartments / Office / Retail PROPERTY & BUILDING DESCRIPTION FORM

Please e-mail completed form to documents@zumbrunnen.com or fax to 404-601-4051

Name of Property: _____ **Contact Name:** _____

Location: _____ **Phone:** _____ **Email:** _____

Please check or insert quantity as applicable for each improvement to be included in your assessment and budget study.

For those improvements noted below as a Site Improvement (such as pools, spas, generators, stand alone central plant, laundry, or garages, etc.) that are actually located within other buildings, they should be accounted for with the building.

Site Improvements: Constructed in _____, # of Phases: _____, # of acres _____, Site entry Sign _____, Guard house _____, Site signage _____, Retaining walls _____, Ponds _____, Lakes _____, Storm drainage systems/Landscape _____, Irrigation systems _____, Asphalt _____, Concrete roadways _____, Surface parking spaces _____, Concrete curbing _____, Sidewalks _____, Site lighting _____, Site utilities _____, Fencing and gates _____

- _____ Maintenance shops constructed in _____, Square footage _____
- _____ Storage buildings constructed in _____, Square footage _____
- _____ Stand alone central plant, constructed in _____, buildings served, square footage, construction type, # of boilers, chillers, emergency generators: _____
- _____ Stand alone commercial laundry facility, constructed in _____, Commercial washing machines _____, Commercial Dryers _____, Other equipment _____

Parking Structures:

- _____ Stand alone parking structures: Square footage _____, # of floors _____, # of parking spaces _____
- _____ Stand alone covered parking structures constructed in _____, Square footage _____, # of parking spaces _____
- _____ Stand alone garages constructed in _____, Square footage _____, # of parking spaces _____

Additional notes and comments:

Buildings: Use either the checklist or table for each building or building group. For each detached building, please group them by phase, ages or various designs. For central plants, please note building location and the buildings that are supported by the central plant.

Apartments – Name: _____ Constructed in _____, with major renovation or expansion in _____
Address _____ Roof System Type _____,
Square Footage _____, # of Units _____, # of Buildings _____, # of Acres _____, # of Phases _____
Building Type: Town Homes _____, Tower/High Rise _____, Garden _____,
Foundation: # of Slabs-on-Grade _____ # of Crawl Spaces _____ # of Basements _____ or other systems _____

We normally inspect one of each floor plan, if additional units to be inspected, specify number: _____

Under-building Parking: # of Spaces / Floors _____

Clubhouse: Constructed in _____, Square Footage _____, # of Floors _____, # of Pools _____, # of Tennis Courts _____
of Laundry or Fitness Center _____, # of Garages _____, # of Parking Spaces _____

Other Amenities: (Playground; Picnic Areas; Lakes/Ponds; and Other Stand-Alone Amenities laundry or fitness centers): _____

(Attach Rent Roll)

Office / Retail / Warehouse – Name: _____ Constructed in _____, with major renovations or
expansion in _____, Address _____, Roof System Type (s) _____
Square Footage _____, # of Buildings _____, # of Floors _____, # of Phases _____,
Building Type (High Rise, etc.) _____, # of Acres _____
Foundation: Number of Slabs-on-Grade _____, Crawl Spaces _____ Basements _____ or other systems _____
Underground Parking: # of Spaces / Floors _____

Other Major Areas: _____

(Attach Tenant Roll)