



For Commercial

Complete all sections that are applicable, fill in all blank sections and mark boxes with an 'x' where appropriate.

Property Location

Property Address:

City: State: Postcode:

Agents Contact Information

Agents Name:

Agency:

Agency Address:

Phone: Mobile: Email:

City: State: Postcode:

Property Information

Property Use: Commercial Industrial Office Warehouse
 Other:

Property Type: Strata Green Title
 Units in Complex:

Storeys/Levels: Single Storey Split Level Levels Under Croft Multi-Storey
 Storeys Basement

Land Size (approx m²):

Land Gradient: Level Ground Other:

Number of Rooms: Offices Boardroom Interview Rooms Mezz Offices Mezz Storage
 Warehouse Tea Rooms Kitchenettes Patio Commercial Offices
 Other:

Car Accommodation: Garage Garage Spaces Carport Carport Spaces None
 Other:

Access: Door Keys Roll-a-Door Remote Controls Roll-a-Door Keys Warehouse Keys
 Window Lock Keys Security Cards Security Key Stubs
 Other:

Floor Area (approx m²): Age of Building (approx years):

Footing (e.g. Concrete Slab, Timber, Steel):

Roof Construction (e.g. Iron):

External Walls Construction (e.g. Concrete/Brick/Iron):

Internal Walls Lining (e.g. Plasterboard):

Floor Covering (e.g. Carpet, Wood, Tile, Concrete):

Air Conditioner (Qty): A/C Type:

Heater (e.g. Reverse Cycle, Split System):

Solar Energy: Yes No Unknown
 Type:

Smoke Detectors: Battery Hardwired Unknown
 Qty:

Safety Switches/RDC Installed: Yes No

Dishwasher: Yes No

Swimming Pool: Yes No
 Pool Construction:

Spa: Yes No
 Spa Construction:

Pool/Spa Fence: Yes No
 Is pool/spa fence council compliant: Yes No Unknown

Boundary Fences: Yes No
 Fence Construction:

Internal Inspection

	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Comments</u>
<u>Ground Floor Office - 1</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<u>Ground Floor Office - 2</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<u>Ground Floor Office - 3</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Comments</u>
<u>Ground Floor Office - 4</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>First Floor Office - 1</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>First Floor Office - 2</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>First Floor Office - 3</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>First Floor Office - 4</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Second Floor Office - 1</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Second Floor Office - 2</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Second Floor Office - 3</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Second Floor Office - 4</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Third Floor Office - 1</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Third Floor Office - 2</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Third Floor Office - 3</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Third Floor Office - 4</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Comments</u>
<u>Fourth Floor Office - 1</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Fourth Floor Office - 2</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Fourth Floor Office - 3</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Fourth Floor Office - 4</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Bathroom - 1: Is this bathroom an ensuite?</u>				<input type="checkbox"/> Yes <input type="checkbox"/> No
Toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Bathroom - 2: Is this bathroom an ensuite?</u>				<input type="checkbox"/> Yes <input type="checkbox"/> No
Toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Bathroom - 3: Is this bathroom an ensuite?</u>				<input type="checkbox"/> Yes <input type="checkbox"/> No
Toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Bathroom - 4: Is this bathroom an ensuite?</u>				<input type="checkbox"/> Yes <input type="checkbox"/> No
Toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Warehouse Area - 1:</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Warehouse Area - 2:</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Warehouse Area - 3:</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Warehouse Area - 4:</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Comments</u>
<u>Hardstand Area</u>				
Front	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Back	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Canopy Area - 1</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Canopy Area - 2</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Canopy Area - 3</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Car Park Area - 1</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Car Park Area - 2</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Car Park Area - 3</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Toilet Area - 1</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Toilet Area - 2</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Toilet Area - 3</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Facade Area:</u>				
Northern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eastern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Western	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Southern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Comments</u>
<u>Interview Room – 1</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Interview Room – 2</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Interview Room – 3</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Reception Area – 1</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Reception Area – 2</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Lift – 1</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Lift – 2</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Staff Room Area</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Courtyard Area</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Boardroom Area</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Other Areas – 1</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Other Areas – 2</u>				
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

General Property Information

Details of any safety issues, contamination, internal or external damage.

1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	

Essential safety issues, repairs or maintenance required prior to marketing.

1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	

Optional repairs or maintenance that will help increase value of property. Please provide details of potential benefit.

1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	

Details of any fixtures & fittings or plant and equipment remaining on the property. Please provide an inventory or pictures of items.

1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	

Details of any yard structures or ancillary improvements.

1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	

Information on the subdivision, complex and/or commercial area.

1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	

Any other additional comments (e.g. saleability, strengths, weaknesses, unusual or special attributes of the property).

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)

Comparable Sales

Please do not attach RPData CMA – fill in the area below.

Comparable Sales #1

Address:

City: State: Postcode:

Sales Price (\$): Sales Date:

Detail significant features and/or detractions as compared to the subject property (e.g. superior/inferior location, lot etc.).

Comparable Sales #2

Address:

City: State: Postcode:

Sales Price (\$): Sales Date:

Detail significant features and/or detractions as compared to the subject property (e.g. Superior/inferior location, lot etc.).

Comparable Sales #3

Address:

City: State: Postcode:

Sales Price (\$): Sales Date:

Detail significant features and/or detractions as compared to the subject property (e.g. Superior/inferior location, lot etc.).

Market Appraisal

Sales Price "As is" (\$):

to

Sales Price "If Completed" (\$):

to

Commission Rate

Preferred rate of sales commission (Inc GST %)

OR

Other:

Method of Sale

Recommendation (Auction/private treaty/other):

Explanation of choice:

Only if not auction

Marketing Proposal

Actions Required:

- * Attached is the proposed marketing schedule.
- * Recommended method of sale (i.e. Auction).
- * The proposed advertising duration must exceed 5 weeks.
- * Itemised costing of advertising, brochures, support information, signage etc.
- * Auctioneers costs included in the total cost.
- * The plan includes detail recommended internet sites and newspapers with advertisement sizes.

Any previous involvement with this property?

Yes No

Any known conflict of interest with this property?

Yes No

Agents Name:

Agency:

Date:

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PROPOSED MARKETING SCHEDULE

AGENCY: Century 21 Centex Commercial			
PROPERTY ADDRESS:			
ADVERTISING PROGRAM	QUANTITY	COST PER UNIT	COST (total)
Sales Boards:			
'For Sale' Board			
'Auction' Board			
Pointer Boards			
Other			
Newspaper Advertising (please inc. name of publication and size)*:			
The West Australian – Wednesday Property Section			
Media Production			
Press Releases and Advertorial			
Magazine Advertising (please inc. Name of publication and size)*:			
Other Advertising:			
Window Display			
Internet Listing			
Brochures to be printed & distributed			
Leaflets to be printed & distributed			
Photography/Sketches			
Auctioneer – On site <input type="checkbox"/>			
In rooms <input type="checkbox"/>			
Other – Searches etc			
SUB TOTAL			
GST			
TOTAL			
CONTRIBUTION BY AGENCY			
CONTRIBUTION BY VENDOR			

* - Private Treaty advertising should be on a weekly basis, budgeted over a minimum 6 week period. Auction advertising should be carried out weekly over a minimum 4 week period. Advertisements in at least 1 print publication must be run weekly over the full length of the campaign.

DOES YOUR AGENCY REQUIRE PRE-PAYMENT OF MARKETING? YES NO

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