# Before you list your industrial building

AN OWNER'S CHECKLIST

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## THE BUILDING

- ☐ Total building square feet and land area, with office and warehouse split
- ☐ Clear height and column spacing
- ☐ Power: amps, volts and phase
- ☐ Loading: dock-high doors, grade-level doors, truck court depth
- ☐ Fire sprinkler type and any recent upgrades
- ☐ Roof age and condition, and parking count

## LAND AND ZONING

- ☐ Current zoning and permitted uses
- ☐ Yard or outside storage, if any
- ☐ Any known environmental history or reports

## LEASE AND INCOME

- ☐ Vacant, owner-occupied or leased
- ☐ For leased property: lease copies, rent roll, expiration dates and options
- ☐ Expense structure and recent operating expenses
- ☐ Security deposits and any tenant disputes

## DOCUMENTS TO GATHER

- ☐ Title report and recorded easements
- ☐ Surveys or site plans
- ☐ Property tax bill and any assessments
- ☐ Permits, certificates of occupancy and recent inspection reports
- ☐ Existing loan details and any prepayment terms

## DECISIONS TO MAKE FIRST

- ☐ Sell, lease or hold, and your target timeline
- ☐ Whether a 1031 exchange applies to your sale
- ☐ Whether the buyer is likely an owner-user, which can open SBA 504 financing
- ☐ Who must approve the sale (partners, family, trustees)

Not sure where you stand? Request a broker opinion of value at laurenjcoombs.com/forms or call (310) 439-8052.