



Prospective Client Intake Questionnaire

Instructions: Please fill out this form in its entirety. Upon completion, you may fax the form without a cover sheet to (775) 562-8300; or you may email the scanned form to rick@kirschbrown.com. **Please be advised, that filling out this form does NOT create a client relationship nor does it mean that we will automatically represent you in your commercial real estate transaction(s).** Before taking on a new client, we will review your completed form and contact you personally within 1-2 business days to determine if we are the right fit and to discuss any special matters that may need to be dealt with in your particular situation. Upon offering our services, we will ask that you sign an Exclusive Agency Listing Agreement and/or an Exclusive Buyer's Agent Agreement for such services prior to our commencing any work.

Seller Buyer Both 1031 Exchange Date _____

Client Information:

Name(s): _____

Company: _____

Address: _____

City/State/Zip: _____

Cell Phone: _____ Office/Home: _____ Fax: _____

E-Mail: _____

Property Information (Sellers Only):

Multi-Family Retail Office Land Other: _____

Name: _____ APN: _____

Address: _____ # Units: _____

City/State/Zip: _____

Manager/Staff: _____

Manager Cell: _____ Property Phone: _____ Other: _____

E-Mail: _____

Please attach the following documents:

Current Rent Roll Annual Expenses Capital Improvements _____

Why are you selling? _____

What is your timeframe? _____

Deferred Maintenance: _____

What do you think your property is worth? _____

How did you arrive at that value? _____

How much do you want? _____ Cash Out/Terms _____ % down @ _____ %

Do you have any concerns or other issues? _____

What are your expectations of the commercial real estate agent in this transaction? (Be as specific as possible, e.g. keeping us informed/updated throughout the transaction, attention to even the smallest of details, killer negotiator with the Buyer's agent, etc)

Comments/Questions/Notes: _____

Acquisition Information (Buyers Only):

What type of property will you consider:

Multi-Family Retail Office Land Other: _____

Why are you buying? _____

What is your timeframe? _____ What area(s): _____

Your Price Range? _____ All Cash/Terms _____ % down @ _____ %

Do you have any concerns or other issues? _____

What are your expectations of the commercial real estate agent in this transaction? (Be as specific as possible, e.g. keeping us informed/updated throughout the transaction, attention to even the smallest of details, killer negotiator with the Seller's agent, etc)

Comments/Questions/Notes: _____