NAI Horizon

OFFICE FLYER INFO SHEET

Lead Agent:	Agent(s):
Listing Commencement Date:	Listing Expiration Date:

☐ **Add Listing on Costar IMMEDIATELY**
[See last page, Costar section]

Is this a CONFIDENTIAL Listing? ☐ **Yes** ☐ **No**

☐ **LEASE** ☐ **SALE** ☐ **LEASE/SALE** ☐ **INVESTMENT**

Lease Rate per SF: Min. $	Sale Price:
Lease Type:	Price per SF/AC:
Other:	Range Price:

LOCATION INFORMATION

Property Name:			
Property Address:	City:	County:	ZIP:
Major Cross Streets:			
Parcel #(s):			

Flyer Subject Header:

eBlast Subject Header:

PROPERTY INFORMATION

Primary Use:	Lot Size [AC]:	Monthly Rate [Parking]:	Co-Broker %:
Secondary Use:	Building Class:	Multi-tenant:	Clear Height:
Available SF:	Year Built:	Condominium:	Power:
Office SF:	Zoning:	Construction Type:	Other:
Building SF:	Parking Ratio:	Operating Expenses:	
Flex SF:	# of Covered Spaces:	Property Taxes:	

AVAILABILITY

Suite #	SF	Rate	Suite #	SF	Rate

EMAIL BLASTS

☐ DO NOT NEED EMAIL BLAST

☐ Retail	☐ Office	☐ Industrial	☐ Land	☐ Medical	☐ Investments
Resend Every:	☐ 3 Weeks	☐ 4 Weeks	☐ 6 Weeks	☐ 8 Weeks	☐ Other_____

PROPERTY & AREA FEATURES

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ADDITIONAL INFORMATION

☐ Site Plan	Please provide via email, including any revisions, to your marketing specialist.
☐ Floor Plan	Please provide via email, including any revisions, to your marketing specialist.
☐ Photos	Please provide via email to your marketing specialist.
☐ Aerial Map	GIS rendered
Anything Plotted?	
☐ Demographics	Please provide demo mile range desired for the flyer.
Costar	Information to be updated on Costar; ie: rate, space, photos, floor plans, etc. | List below.
Notes	