

# Main Street District Building Inventory

## Building Information

Building Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Contact Name: First \_\_\_\_\_ Last \_\_\_\_\_

Contact Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Contact Email: \_\_\_\_\_

### Assessed Value/Taxes

Year	\$ Land	\$ Imp. to building	\$ Total
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\_\_\_\_\_

\_\_\_\_\_

Last Date of Sale: \_\_\_\_\_ Sale Amount: \_\_\_\_\_

## Physical Characteristics

Zoning Type: \_\_\_\_\_

# of Floors: \_\_\_\_\_ (not including basement)

# of Commercial Units: \_\_\_\_\_ # in Use or Usable: \_\_\_\_\_

# of Residential Units: \_\_\_\_\_ # in Use or Usable: \_\_\_\_\_

### Square Footage Information

Total Building Square Footage:	Sq. Ft.	Use
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Basement: \_\_\_\_\_

Ground Floor: \_\_\_\_\_

Upper Floor 2: \_\_\_\_\_

Upper Floor 3: \_\_\_\_\_

### Building Amenities (check all that apply)

Rear Entrance  Basement  Alley Access

Exterior Entrance  Loading Dock  Elevator  
to Upper Levels

Handicap Accessible Other: \_\_\_\_\_

### Type of Foundation:

Block  Brick  Poured  Stone

Other: \_\_\_\_\_

### Type of HVAC:

Electric  Natural Gas  Central Heat  Central Air

Propane  Fuel Oil  Baseboard  Radiator

Other: \_\_\_\_\_

### Type of Electrical Service:

100 Amps  200 Amps  400 Amps  Single Phase

Triple Phase  Fuses  Circuit Breakers

Other: \_\_\_\_\_

## Business Information

Business Type:  Retail  Storage  Community

Service

Government  Food Service  Religious  Vacant

Business Name: \_\_\_\_\_

Contact Name: First \_\_\_\_\_ Last \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone 2: \_\_\_\_\_

FAX: \_\_\_\_\_ Email: \_\_\_\_\_

Business Website: \_\_\_\_\_

Date Business was Established: \_\_\_\_\_

Total Sq. Ft. of Business Space: \_\_\_\_\_

Does the Business:

Rent  Own  Rent with Intention to Purchase

If Renting, What is the Monthly Rent: \_\_\_\_\_

What is Included With Monthly Rent? (check all the apply)

Electricity  Water  Heat  Garbage

Terms of Lease: \_\_\_\_\_

Lease Ending Date: \_\_\_\_\_

## Business Classification

Business Description: \_\_\_\_\_

Niche/Specialty: \_\_\_\_\_

Primary Products or Services: \_\_\_\_\_

## Google Business Page

Have you claimed your business on Google?

yes  no

- If yes, is your Google Business page up to date?

yes  no

- If not, do you need help getting it set up?

yes  no

## Employee Information:

# of Full-Time: \_\_\_\_\_ # of Part-Time: \_\_\_\_\_

# of Seasonal: \_\_\_\_\_

# Main Street District Building Inventory

## Have you received any of these incentives?

- Tif (Tax Increment Finance): it is a way for government to invest in a project to cover the cost of infrastructure through the means of taxes.
- Tax Abatement: an incentive tool used to lower the cost for companies to enter a market.
- Opportunity Zone: an IRS investment program where investors can avoid capital gains if they invest in that specific zone
- NMTC (New Markets Tax Credits): Tax credit program aimed at attracting investments to specific zones.

- **If not, would you like to learn more about them?**

- yes       no

## Historic Information

Date of Construction: \_\_\_\_\_

**Individual Listing:**     National Register     Local

**District Listing:**     (If Yes, Check All That Apply)

- Significant             Contributing
- Non-Contributing     Local

### **Building Condition**

(Choose From - Excellent, Good, Average, Poor, Deteriorating)

Foundation: \_\_\_\_\_ HVAC: \_\_\_\_\_

Façade: \_\_\_\_\_ Electrical: \_\_\_\_\_

Roof: \_\_\_\_\_ Plumbing: \_\_\_\_\_

Structure: \_\_\_\_\_

## Property Availability

For Sale            Sale Price: \_\_\_\_\_

Not For Sale

Realtor: \_\_\_\_\_

Phone: \_\_\_\_\_

Terms: \_\_\_\_\_

## Extra Information

- Current Pictures  
-Please send 2-4 wide angle interior pictures and  
2-4 wide angle exterior pictures

Historical Pictures  
Location of Historical Pictures: \_\_\_\_\_

Other Useful Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parcel #: _____
Lot #: _____
Building #: _____

## Completion Information

**Form Completed By:** \_\_\_\_\_

**Date of Completion:** \_\_\_\_\_