

Office & Retail Space for Lease – Marketing Data Sheet

- Only commercial and industrial properties located in Logan County, Illinois are eligible for this marketing service.
- Information is intended for marketing purposes only. This is not a contractual offer to sell or lease space.
- Complete the form as best possible and return it with any attachments to the Development Partnership at the address below.
- Additional forms are available on the “Available Properties” page at www.LincolnLogan.com. Or, contact our office.

Contact Information: If this property is listed with a real estate broker, the agent’s name must be listed as the contact.			
Is the property listed with a Logan County real estate agency? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please check the listing agency.			
<input type="checkbox"/> ABC & G	<input type="checkbox"/> Doris & Associates	<input type="checkbox"/> Lincoln Area Realty	<input type="checkbox"/> Johnson Real Estate
<input type="checkbox"/> Albert Realtors	<input type="checkbox"/> Diane Schriber Realty	<input type="checkbox"/> ME Realty	<input type="checkbox"/> RE/MAX Hometown Realty
<input type="checkbox"/> Alexander & Company	<input type="checkbox"/> Johnson Real Estate	<input type="checkbox"/> Manda Fuiten Real Estate	<input type="checkbox"/> Werth & Assoc.
<input type="checkbox"/> Bock & Associates	<input type="checkbox"/> Knollenberg Real Estate	<input type="checkbox"/> Nobbe Realty Group	<input type="checkbox"/> Other: _____
Agent’s Name:		Day or Cell Phone:	
Name of Person Completing this Form:		Check One: <input type="checkbox"/> Property Owner <input type="checkbox"/> Legal Rep. <input type="checkbox"/> Other:	
Mailing Address:		Phone:	
E-mail Address:			
Building Information: Use the back of this form and attach additional pages if necessary.			
Street address, city & zip code:			
Is the available space located entirely on the ground floor? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, does the building have an elevator? <input type="checkbox"/> Yes <input type="checkbox"/> No			
1st floor square feet available:	2nd floor square feet available:	3rd floor square feet available:	Total square feet available:
Monthly Rent:	Check everything that the tenant is responsible for paying.		
	<input type="checkbox"/> Electricity	<input type="checkbox"/> Garbage	<input type="checkbox"/> Property taxes
	<input type="checkbox"/> Gas	<input type="checkbox"/> Mowing	<input type="checkbox"/> Building insurance
	<input type="checkbox"/> Water	<input type="checkbox"/> Snow removal	<input type="checkbox"/> Other:
	<input type="checkbox"/> Sewer	<input type="checkbox"/> Pest control	
Parking Lot: <input type="checkbox"/> None <input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Crushed Rock <input type="checkbox"/> Gravel Total Number of Parking Spaces: _____			
Recent Occupants:			
Please include the following and other appropriate information about the property:			
<input type="checkbox"/> Floor Plan	<input type="checkbox"/> Photos (e-mail if possible)	<input type="checkbox"/> Copy of Property Tax Bill (if tenant is responsible for payment)	
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Printed Advertisements	<input type="checkbox"/> Other:	
Please list any special features, comments, or other relevant information about the property:			



Please call if you have questions.
Return completed forms to:
 Lincoln & Logan County Development Partnership
 1555 Fifth Street, Lincoln, IL 62656
 217-732-8739 Fax 217-735-9205
 EconDev@LincolnLogan.com
www.LincolnLogan.com