

Sample of Executive Summary

Activity # :

Property Name :

Assignment Date :

Completion/ Settlement Date :

Property Description:

_____ is a 10097 sq. ft. industrial facility located on 1,094 acres of land in the _____ Industrial Park. The property features an 18' clear ceiling height, one dock and one grade level door, and 400 amp 3 phase power. The building has approximately 1,785 sq. ft. of finished office space, with 5 private offices, a reception area, a general office area, storage rooms, and two washrooms.

Client's Goals & Objectives:

The owner of the building had outgrown the facility and had purchased a vacant piece of land upon which they were to construct a new facility. The owner's objective was to sell the building to a purchaser who was willing to lease it back on an interim basis until the new facility was ready for occupancy.

Your Role in Achieving the Client's Goals & Objectives:

I was given the exclusive listing to market the property in _____ at a price of \$395,000. During the marketing period, over 20 different parties toured the facility, and _____ prepared an offer to purchase at a price of \$350,000 through their agent, _____ of _____. The offer called for a possession date of _____, but did not allow any flexibility in the event that the new facility was not completed by this time. After reviewing all of the comparable market information, I recommended that the offer be countered at a price of \$360,000, clause be inserted to the effect that the Vendor could, at its option, lease back the facility for up to 3 months following the date of closing, at a rate of \$5,000 per month gross. My recommendations were accepted by both the Vendor and purchaser, and the transactions proceeded to close as scheduled.

Signature: _____ DATE: _____