



# Real Estate Database Submission Form

## **BUILDING DETAILS:**

Name of Property \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Size of Building \_\_\_\_\_

Building Dimensions \_\_\_\_\_

Ceiling Height \_\_\_\_\_

Column Spacing \_\_\_\_\_

Size of Site \_\_\_\_\_

Zoning \_\_\_\_\_

Docks/Drive-In Doors \_\_\_\_\_

Type of Construction \_\_\_\_\_

    Floors \_\_\_\_\_

    Exterior Walls \_\_\_\_\_

    Roof \_\_\_\_\_

Dates of Construction \_\_\_\_\_

Condition of Building \_\_\_\_\_

Parking Spaces \_\_\_\_\_

Property Fenced \_\_\_\_\_

Building Heated \_\_\_\_\_

Air Conditioned \_\_\_\_\_

Sprinkler \_\_\_\_\_

## **LAND DETAILS:**

Name of Property \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Acres Available \_\_\_\_\_



Site Dimensions

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Current Zoning

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**TRANSPORTATION:**

Nearest Airport

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Distance

---

Nearest Interstate

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Distance

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**UTILITIES:**

Electricity

---

Natural Gas

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Water

---

Sewer

---

Telecommunications

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**TERMS:**

Sale Price

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Lease Price

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**CONTACT INFORMATION:**

Name

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Company

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Address

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City, State, Zip

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Phone

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Fax

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Email

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**ADDITIONAL INFORMATION:**

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\*Please submit the completed building and land information along with a jpg image of the property and executed property release form to [aluyster@scrantonchamber.com](mailto:aluyster@scrantonchamber.com).

# AVAILABLE PROPERTY ADVERTISING RELEASE FORM

I (We) hereby permit The Scranton Plan, MetroAction Inc., and the Office of Economic and Community Development (OECD) of the City of Scranton to publicize the property know as

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through the use of photographs, and/or advertising brochures, newsletters, press releases and/or other marketing products and to distribute said publicity to whomever they feel to be an interested party. We understand this service is provided free of charge, and hereby relieve The Scranton Plan, MetroAction Inc., and OECD from any claims whatsoever arising from the preparation, distribution, and use of said publicity.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Realtor)

WITNESS:

\_\_\_\_\_  
(Date)

**NOTE: In all cases where a property is being handled by a real estate agency, this release must be signed by both the property owner and the appropriate agency.**