

COMMERCIAL PROPERTY INFORMATION SHEET

CPI

This form recommended and approved for, but not restricted to use by, the members of the Pennsylvania Association of REALTORS® (PAR).

1 **PROPERTY:** _____

2 _____

3 **OWNER:** _____

4 Owner is providing information to help Broker market the Property. This Statement is **not a substitute for any inspections or warranties that**
5 **a buyer may wish to obtain.** This Statement is not a warranty of any kind by Owner or a warranty or representation by any listing real estate
6 broker (Agent for Owner), any real estate broker, or their agents.

7 **Property Type:** Office Retail Industrial Multi-family Land Institutional
8 Hospitality Other _____

9 _____

10 **1. OWNER'S EXPERTISE** Owner does not possess expertise in contracting, engineering, environmental, architecture, or other areas related
11 to the construction and conditions of the Property and its improvements, except as follows: _____

12 _____

13 **2. OCCUPANCY** Do you, Owner, currently occupy the Property? Yes No

14 If no, when did you last occupy the Property? _____

15 **3. DESCRIPTION**

16 A. Land Area: _____

17 B. Dimensions: _____

18 C. Shape: _____

19 D. Building Square Footage: _____

20 **4. PHYSICAL CONDITION**

21 A. Age of Property: _____ Additions: _____

22 B. Roof

23 1. Age of roof(s): _____ Unknown

24 2. Type of roof(s): _____

25 3. Has the roof been replaced or repaired during your ownership? Yes No

26 4. Has the roof ever leaked during your ownership? Yes No

27 5. Do you know of any problems with the roof, gutters, or downspouts? Yes No

28 Explain any yes answers you give in this section: _____

29 _____

30 _____

31 C. Structural Items, Basements and Crawl Spaces

32 1. Are you aware of any water leakage, accumulation, or dampness in the building or other structures? Yes No

33 2. Does the Property have a sump pump? Yes No

34 3. Do you know of any repairs or other attempts to control any water or dampness problem in the building or other structures?

35 Yes No

36 4. Are you aware of any past or present movement, shifting, deterioration, or other problems with walls, foundations, floors, or

37 other structural components? Yes No

38 Explain any yes answers that you give in this section, describing the location and, if applicable, the extent of the problem and the date

39 and person by whom any repairs were done, if known: _____

40 _____

41 _____

42 D. Mechanical Systems

43 1. Type of heating Forced Air Hot Water Steam Radiant

44 Other: _____

45 2. Type of heating fuel Electric Fuel Oil Natural Gas Propane (on-site) Central Plant

46 Other types of heating systems or combinations: _____

47 _____

48 3. Are there any chimneys? Yes No If yes, how many? _____

49 Are they working? Yes No When were they last cleaned? _____

50 4. List any buildings (or areas in any buildings) that are not heated: _____

51 _____

52 5. Type of water heater: Electric Gas Oil Capacity: _____

53 Other: _____

54 _____

55 **Buyer Initials:** _____ **CPI Page 1 of 6** **Owner Initials:** _____



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10/04

- 56 6. Type of plumbing: Copper Galvanized Lead PVC Unknown
 57 Other: _____
 58 7. Are you aware of any problems with plumbing or heating systems or fixtures on the Property? Yes No
 59 If yes, explain: _____
 60 _____
 61 8. Type of air conditioning: Central Electric Central Gas Wall None Capacity _____
 62 List any buildings (or areas of any buildings) that are not air conditioned: _____
 63 _____
 64 9. Type of electric service: _____ AMP 220 Volt 3-phase 1-phase KVA _____
 65 Other: _____
 66 Transformers _____ Type _____
 67 Are you aware of any problems or repairs needed in the electrical system? Yes No If yes, explain _____
 68 _____
 69 10. Are you aware of any problem with any item in this section that has not already been disclosed? Yes No
 70 If yes, explain: _____
 71 _____
 72 _____

73 E. Site Improvements

- 74 1. Are you aware of any problems with storm-water drainage? Yes No
 75 2. Are you aware of any past or present problems with driveways, parking areas, sidewalks, curbs, other paved surfaces, or retaining
 76 walls on the Property? Yes No
 77 Explain any yes answers that you give in this section, describing the location and, if applicable, the extent of the problem and the date
 78 and person by whom any repairs were done, if known: _____
 79 _____
 80 _____

81 F. Other Equipment

- 82 1. Exterior Signs: Yes No How many? _____ Number Illuminated _____
 83 2. Elevators: Yes No How many? _____ Cable Hydraulic rail
 84 Working order? Yes No Certified through (date) _____ Date last serviced _____
 85 3. Skylights: Yes No How many? _____
 86 4. Overhead Doors: Yes No How many? _____ Size _____
 87 5. Loading Docks: Yes No How many? _____ Levelers Yes No
 88 6. At grade doors: Yes No How many? _____
 89 7. Are you aware of any problems with the equipment listed in this section? Yes No
 90 If yes, explain: _____
 91 _____

92 G. Fire Damage

- 93 1. To your knowledge, was there ever a fire on the Property? Yes No
 94 2. Are you aware of any unrepaired fire damage to the Property and any structures on it? Yes No
 95 If yes, explain location and extent of damage: _____

96 H. Are you aware of any problems with water and sewer lines servicing the Property? Yes No

97 If yes, explain: _____
 98 _____

99 I. Alarm/Safety Systems

- 100 1. Fire: Yes No In working order? Yes No
 101 If yes, connected to: Fire Department Yes No Monitoring Service Yes No
 102 2. Fire extinguishers: Yes No
 103 3. Smoke: Yes No In working order? Yes No
 104 4. Sprinkler: Yes No Inspected/certified? Yes No
 105 Wet Dry Flow rate _____
 106 5. Security: Yes No In working order? Yes No
 107 If yes, connected to: Police Department Yes No Monitoring Service Yes No
 108 6. Are there any areas of the Property that are not serviced by the systems in this section? Yes No
 109 If yes, explain: _____
 110 _____

111 5. ENVIRONMENTAL

112 A. Soil Conditions

- 113 1. Are you aware of any fill or expansive soil on the Property? Yes No
 114 If yes, were soil compaction tests done? Yes No If yes, by whom? _____
 115 _____

116 Buyer Initials: _____ CPI Page 2 of 6 Owner Initials: _____

- 117 1. Are you aware of any sliding, settling, earth movement, upheaval, subsidence, or earth stability problems that have occurred on
118 or affect the Property? Yes No
119 2. Are you aware of any existing or proposed mining, strip-mining, or any other excavations that might affect this Property?
120 Yes No

121 Explain any yes answers you give in this section: _____
122 _____
123 _____

124 B. Hazardous Substances

- 125 1. Are you aware of the presence of any of the following on the Property?

126 Asbestos material: Yes No
127 Formaldehyde gas and/or ureaformaldehyde foam insulation (UFFI): Yes No
128 Discoloring of soil or vegetation: Yes No
129 Oil sheen in wet areas: Yes No
130 Contamination of well or other water supply: Yes No
131 Proximity to current or former waste disposal sites: Yes No
132 Proximity to current or former commercial or industrial facilities: Yes No
133 Proximity to current, proposed, or former mines or gravel pits: Yes No
134 Radon levels above 4 picocuries per liter: Yes No
135 Use of lead-based paint: Yes No

136 Note: If Property contains a residence with one to four dwelling units, and the structure was constructed, or construction began,
137 before 1978, you must disclose any knowledge of lead-based paint and any reports and/or records of lead-based paint on
138 the Property.

139 Are you aware of any lead-based paint or lead-based paint hazards on the Property? Yes No

140 If yes, explain how you know of it, where it is, and the condition of those lead-based paint surfaces: _____
141 _____
142 _____

143 Are you aware of any reports or records regarding lead-based paint or lead-based paint hazards on the Property? Yes No

144 If yes, list all available reports and records: _____
145 _____
146 _____

- 147 2. To your knowledge, has the Property been tested for any hazardous substances? Yes No
148 3. Are you aware of any storage tanks on the Property? Yes No Aboveground Underground
149 Total number of storage tanks on the Property: _____ Aboveground _____ Underground
150 Are all storage tanks registered with the Pennsylvania Department of Environmental Protection? Yes No

151 If no, identify any unregistered storage tanks: _____
152 _____

152 Has any storage tank permit ever been revoked pursuant to a federal or state law regulating storage tanks? Yes No

153 Have you ever been ordered to take corrective action by a federal or state agency citing a release, or danger of release, from a
154 storage tank? Yes No

155 Do methods and procedures exist for the operation of tanks and for the operator's / owner's maintenance of a leak detection
156 system, an inventory control system, and a tank testing system? Yes No Explain: _____
157 _____
158 _____

159 Has there been any release or any corrective action taken in response to a release from any of the storage tanks on the Property?

160 Yes No If yes, have you reported the release to and corrective action to any governmental agency? Yes No

161 Explain: _____
162 _____

- 163 4. Do you know of any other environmental concerns that may have an impact on the Property? Yes No

164 Explain any yes answers you give in this section: _____
165 _____
166 _____

167 C. Wood Infestation

- 168 1. Are you aware of any termites/wood-destroying insects, dryrot, or pests affecting the Property? Yes No
169 2. Are you aware of any damage to the Property caused by termites/wood-destroying insects, dryrot, or pests? Yes No
170 3. Is the Property currently under contract by a licensed pest control company? Yes No
171 4. Are you aware of any termite/pest control reports or treatments for the Property in the last five years? Yes No

172 Explain any yes answers you give in this section: _____
173 _____
174 _____

175 D. Natural Hazards/Wetlands

- 176 1. To your knowledge, is this Property, or part of it, located in a flood zone or wetlands area? Yes No
177 2. Do you know of any past or present drainage or flooding problems affecting the Property? Yes No

178 Buyer Initials: _____

Owner Initials: _____

179 3 To your knowledge, is this Property, or part of it, located in an earthquake or other natural hazard zone? Yes No
180 Explain any yes answers you give in this section: _____
181 _____
182 _____

183 **6. UTILITIES**

184 A. Water
185 1. What is the source of your drinking water? Public Community System Well on Property
186 Other _____
187 2. If the Property's source of water is not public:
188 When was the water last tested? _____
189 What was the result of the test? _____
190 Is the pumping system in working order? Yes No
191 If no, explain: _____
192 _____
193 3. Is there a softener, filter, or other purification system? Yes No
194 If yes, is the system Leased Owned
195 4. Are you aware of any problems related to the water service? Yes No
196 If yes, explain: _____
197 _____

198 B. Sewer/Septic
199 1. What is the type of sewage system? Public Sewer Community Sewer On-site (or Individual) sewage system
200 If on-site, what type? Cesspool Drainfield Unknown
201 Other (specify) _____
202 2. Is there a septic tank on the Property? Yes No Unknown
203 If yes, what is the type of tank? Metal/steel Cement/concrete Fiberglass Unknown
204 Other (specify) _____
205 3. When was the on-site sewage disposal system last serviced? _____
206 4. Is there a sewage pump? Yes No
207 If yes, is it in working order? Yes No
208 5. Are you aware of any problems related to the sewage system? Yes No
209 If yes, explain: _____
210 _____

211 C. Other Utilities
212 1. The Property is serviced by the following: Natural Gas Electricity Telephone
213 Other _____
214 _____

214 **7. TELECOMMUNICATIONS**

215 A. Is a telephone system included with the sale of the Property? Yes No
216 If yes, type _____
217 B. Are ISDN lines included with the sale of the Property? Yes No
218 C. Is the Property equipped with satellite dishes? Yes No
219 If yes, how many? _____ Location: _____
220 D. Is the Property equipped for cable TV? Yes No
221 If yes, number of hook-ups _____ Location: _____
222 E. Are there fiber optics available to the Property? Yes No Is the building wired for fiber optics? Yes No
223 Does the Property have T1 or other capability? Yes No
224 _____

224 **8. GOVERNMENTAL ISSUES/ZONING/USE/CODES**

225 A. Compliance, Building Codes & OSHA
226 1. Do you know of any violations of federal (including ADA), state, or local laws or regulations relating to this Property?
227 Yes No
228 2. Do you know of any violations of building codes or municipal ordinances concerning this Property? Yes No
229 3. Do you know of any health, fire, or safety violations concerning this Property? Yes No
230 4. Do you know of any OSHA violations concerning this Property? Yes No
231 5. Do you know of any improvements to the Property that were done without building or other required permits? Yes No
232 Explain any yes answers you give in this section: _____
233 _____
234 _____

235 B. Condemnation or Street Widening
236 1. To your knowledge, is the Property located in an area where public authorities are contemplating proceedings for highway, thorough-
237 fare, rail, or utility construction, a redevelopment project, street widening or lighting, or other similar public projects? Yes No
238 If yes, explain: _____
239 _____

240 **Buyer Initials:** _____ **CPI Page 4 of 6** **Owner Initials:** _____

- 241 C. Zoning
- 242 1. The Property is currently zoned _____ by the
- 243 (county, ZIP) _____
- 244 2. Current use is conforming non-conforming permitted by variance permitted by special exception
- 245 3. Do you know of any pending or proposed changes in zoning? Yes No
- 246 If yes, explain: _____
- 247 _____
- 248 D. Is there an occupancy permit for the Property? Yes No
- 249 E. Is there a Labor and Industry Certificate for the Property? Yes No
- 250 If yes, Certificate Number is _____
- 251 F. Is the Property a designated historic or archeological site? Yes No
- 252 If yes, explain: _____
- 253 _____

254 **9. LEGAL/TITLE ISSUES**

- 255 A. Are you aware of any encroachments or boundary line disputes regarding the Property? Yes No
- 256 B. Are you aware of any recorded encumbrances, covenants, conditions, restrictions, mineral or natural restrictions, easements, licenses, liens, charges, agreements, or other matters which affect the title of the Property? Yes No
- 257 C. Are you aware of any encumbrances, covenants, conditions, restrictions, mineral or natural restrictions, easements, licenses, liens, charges, agreements, or other matters which affect the title of the Property that have not been recorded in the official records of the county recorder where the Property is located? Yes No
- 258 D. Are you aware of any public improvement, condominium, or owner association assessments against the Property that remain unpaid? Yes No
- 259 E. Are you aware of any existing or threatened action, suit, or government proceeding relating to the Property? Yes No
- 260 F. Are you aware of any reason, including a defect in title, that would prevent you from conveying title to the Property? Yes No
- 261 G. Are you aware of any judgment, encumbrance, lien (for example co-maker or equity loan) or other debt against the Property that cannot be satisfied by the proceeds of this sale? Yes No
- 262 H. Are you aware of any insurance claims filed relating to the Property? Yes No
- 263 Explain any yes answers you give in this section: _____
- 264 _____
- 265 _____
- 266 _____
- 267 _____
- 268 _____
- 269 _____
- 270 _____

271 **10. RESIDENTIAL UNITS**

- 272 A. Is there a residential dwelling unit located on the Property? Yes No If yes, number of residential dwelling units _____
- 273 Note: If one to four residential dwelling units are to be sold with, or as part of, the Property, Owner must complete a Seller's Property Disclosure Statement, as required by the Pennsylvania Real Estate Seller's Disclosure Act.

275 **11. TENANCY ISSUES**

- 276 A. Are you aware of any existing leases, subleases or other tenancy agreements affecting the Property? Yes No
- 277 B. Are there any verbal agreements or understandings with tenants that are not specifically recorded in the lease (e.g., a promise not to increase rent, an implied agreement to let tenant end lease early, a first right of refusal on adjoining space)? Yes No
- 278 C. Are there any tenants for whom you do not currently have a security deposit? Yes No
- 279 D. Are there any tenants who have been 5 or more days late with their rent payment more than once this year? Yes No
- 280 E. Are there any tenants who are currently more than 30 days behind in paying rent, cam, or tax charges? Yes No
- 281 F. Are there any tenants who are in default of the lease for other than monetary reasons (e.g., failure to comply with rules, regulations, lease terms, etc.)? Yes No
- 282 G. Are there any tenants that you have reason to believe are likely to fall into default of their lease within the next six months? Yes No
- 283 H. Is there any tenant that you would consider evicting or not offering an opportunity for renewal? Yes No
- 284 I. Are you currently involved in any type of dispute with any tenant? Yes No
- 285 Explain any yes answers you give in this section, providing names of tenants where applicable. Attach additional sheet if necessary:
- 286 _____
- 287 _____
- 288 _____
- 289 _____
- 290 _____
- 291 _____

292 **12. DOMESTIC SUPPORT LIEN LEGISLATION**

- 293 A. Has any Owner, at any time, on or since January 1, 1998, been obligated to pay support under an order that is on record in a domestic relations office in any Pennsylvania county? Yes No
- 294 If yes, list name and social security numbers of Owner(s) obligated to pay, the county, and the Domestic Relations File or docket number:
- 295 _____
- 296 _____
- 297 _____
- 298 _____

299 **Buyer Initials:** _____ **CPI Page 5 of 6** **Owner Initials:** _____

300 **13. LAND USE RESTRICTIONS OTHER THAN ZONING**

301 A. Is the Property, or a portion of it, preferentially assessed for tax purposes under the Farmland and Forest Land Assessment Act
302 (72 P.S. §5490.1 et seq.) (Clean and Green Program)? Yes No

303 Note: An Owner of Property enrolled in the Clean and Green Program must submit notice of the sale and any proposed changes in the
304 use of Owner's remaining enrolled Property to the County Assessor 30 days before the transfer of title to Buyer. The sale of
305 Property enrolled in the Clean and Green Program may result in the loss of program enrollment and the loss of preferential tax
306 assessment for the Property and/or the land of which it is a part and from which it is being separated. Removal from enrollment
307 in the Clean and Green Program may result in the charge of roll-back taxes and interest. A roll-back tax is the difference in the
308 amount of taxes paid under the program and the taxes that would have been paid in the absence of Clean and Green enrollment.
309 The roll-back taxes are charged for each year that the Property was enrolled in the program, limited to the past 7 years.

310 B. Is the Property, or a portion of it, preferentially assessed for tax purposes under the Open Space Act (16 P.S. §11941 et seq.) (an Act
311 enabling certain counties of the Commonwealth to covenant with landowners for preservation of land in farm, forest, water supply, or
312 open spaces uses)? Yes No

313 Note: This Act enables counties to enter into covenants with owners of land designated as farm, forest, water supply, or open space
314 land on an adopted municipal, county or regional plan for the purpose of preserving the land as open space. A covenant
315 between the owner and county is binding upon any Buyer of the Property during the period of time that the covenant is in effect
316 (5 or 10 years). Covenants automatically renew at the end of the covenant period unless specific termination notice procedures
317 are followed. When a breach of the covenant occurs, the then-owner is required to pay roll-back taxes and interest. A roll-back
318 tax is the difference in the amount of taxes paid and the taxes that would have been paid in the absence of the covenant. The
319 roll-back taxes are charged for each year that the Property was subject to the covenant, limited to the past 5 years.

320 C. Is the Property, or a portion of it, preferentially assessed for tax purposes or enrolled in any program, other than Clean & Green and
321 Open Space, that contains any covenants, subdivision restrictions, or other restrictions affecting the Property? Yes No

322 Explain any yes answers you give in this section: _____
323 _____
324 _____

325 **14. SERVICE PROVIDER/CONTRACTOR INFORMATION**

326 A. Provide the names, addresses and phone numbers of the service providers for any Maintenance Contracts on the Property (e.g.,
327 elevators, other equipment, pest control). Attach sheet if necessary: _____

328 _____
329 _____
330 _____

331 B. Provide the names, addresses and phone numbers of the service providers for any Alarm/Safety Contracts on the Property (e.g.,
332 security alarm system, sprinkler system, fire/smoke). Attach sheet if necessary: _____

333 _____
334 _____
335 _____

336 C. Provide the names, addresses and phone numbers of the service providers for any utilities on the Property (e.g., water, water softener,
337 sewage, on-site sewage service, natural gas, electric, telephone). Attach sheet if necessary: _____

338 _____
339 _____
340 _____

341 **The undersigned Owner represents that the information set forth in this document is accurate and complete to the best of Owner's knowledge.**
342 **Owner permits Broker to share information contained in this document with prospective buyers/tenants and other real estate agents. OWNER**
343 **ALONE IS RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION CONTAINED IN THIS STATEMENT. Owner will notify**
344 **Broker in writing of any information supplied on this form which is rendered inaccurate by a change in the condition of the Property following**
345 **completion of this form.**

346 **OWNER** _____ **DATE** _____

347 **OWNER** _____ **DATE** _____

348 **OWNER** _____ **DATE** _____

349 **BUYER** _____ **DATE** _____

350 **BUYER** _____ **DATE** _____

351 **BUYER** _____ **DATE** _____