

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** _____ 1

3 **OWNER** _____ 3

4 Owner is providing information to help Broker market the Property. This Statement is **not a substitute for any inspections or warranties that a**
5 **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 broker
6 (Agent for Owner), any real estate broker, or their agents. 6

7 **Property Type:** Office Retail Industrial Multi-family Land Institutional 7
8 Hospitality Other: _____ 8
9 _____ 9

10 **1. OWNER'S EXPERTISE** Owner does not possess expertise in contracting, engineering, environmental assessment, architecture, or other areas 10
11 related to the construction and conditions of the Property and its improvements, except as follows: _____ 11
12 _____ 12

13 **2. OCCUPANCY** Do you, Owner, currently occupy the Property? Yes No 13
14 If no, when did you last occupy the Property? _____ 14

15 **3. DESCRIPTION** 15

- 16 A. Land Area: _____ 16
17 B. Dimensions: _____ 17
18 C. Shape: _____ 18
19 D. Building Square Footage: _____ 19

20 **4. PHYSICAL CONDITION** 20

- 21 A. Age of Property: _____ Additions: _____ 21
22 B. Roof 22
23 1. Age of roof(s): _____ Unknown 23
24 2. Type of roof(s): _____ 24
25 3. Has the roof been replaced or repaired during your ownership? Yes No 25
26 4. Has the roof ever leaked during your ownership? Yes No 26
27 5. Do you know of any problems with the roof, gutters, or downspouts? Yes No 27
28 Explain any yes answers you give in this section: _____ 28
29 _____ 29
30 _____ 30

31 C. Structural Items, Basements and Crawl Spaces 31

- 32 1. Are you aware of any water leakage, accumulation, or dampness in the building or other structures? Yes No 32
33 2. Does the Property have a sump pump? Yes No 33
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 35
36 4. Are you aware of any past or present movement, shifting, deterioration, or other problems with walls, foundations, floors, or other
37 structural components? Yes No 37

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 and
39 person by whom any repairs were done, if known: _____ 39
40 _____ 40
41 _____ 41

42 D. Mechanical Systems 42

- 43 1. Type of heating: Forced Air Hot Water Steam Radiant 43
44 Other: _____ 44
45 2. Type of heating fuel: Electric Fuel Oil Natural Gas Propane (on-site) Central Plant 45
46 Other types of heating systems or combinations: _____ 46
47 _____ 47
48 3. Are there any chimneys? Yes No If yes, how many? _____ 48
49 Are they working? Yes No When were they last cleaned? _____ 49
50 4. List any buildings (or areas in any buildings) that are not heated: _____ 50
51 _____ 51
52 5. Type of water heater: Electric Gas Oil Capacity: _____ 52
53 Other: _____ 53
54 _____ 54

55 **Buyer Initials:** _____

CPI Page 1 of 6

Owner Initials: _____ 55

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

73 E. Site Improvements 73

- 74 1. Are you aware of any problems with storm-water drainage? Yes No 74
 75 2. Are you aware of any past or present problems with driveways, parking areas, sidewalks, curbs, other paved surfaces, or retaining walls 75
 76 on the Property? Yes No 76

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 and 77
 78 person by whom any repairs were done, if known: _____ 78
 79 _____ 79
 80 _____ 80

81 F. Other Equipment 81

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

92 G. Fire Damage 92

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

- 96 H. Are you aware of any problems with water and sewer lines servicing the Property? Yes No 96
 97 If yes, explain: _____ 97
 98 _____ 98

99 I. Alarm/Safety Systems 99

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

111 5. ENVIRONMENTAL 111

112 A. Soil Conditions 112

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

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

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

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 at or 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, before
137 1978, you must disclose any knowledge of lead-based paint and any reports and/or records of lead-based paint on the Property.

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

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

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

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

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

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

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 storage
154 tank? Yes No

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

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

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

160 Explain: _____
161 _____
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

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

6. UTILITIES

A. Water

1. What is the source of your drinking water? Public Community System Well on Property
 Other: _____

2. If the Property's source of water is not public:
When was the water last tested? _____

What was the result of the test? _____

Is the pumping system in working order? Yes No

If no, explain: _____

3. Is there a softener, filter, or other purification system? Yes No

If yes, is the system: Leased Owned

4. Are you aware of any problems related to the water service? Yes No

If yes, explain: _____

B. Sewer/Septic

1. What is the type of sewage system? Public Sewer Community Sewer On-site (or Individual) sewage system
If on-site, what type? Cesspool Drainfield Unknown
 Other (specify): _____

2. Is there a septic tank on the Property? Yes No Unknown

If yes, what is the type of tank? Metal/steel Cement/concrete Fiberglass Unknown

Other (specify): _____

3. When was the on-site sewage disposal system last serviced? _____

4. Is there a sewage pump? Yes No

If yes, is it in working order? Yes No

5. Are you aware of any problems related to the sewage system? Yes No

If yes, explain: _____

C. Other Utilities

1. The Property is serviced by the following: Natural Gas Electricity Telephone

Other: _____

7. TELECOMMUNICATIONS

A. Is a telephone system included with the sale of the Property? Yes No

If yes, type: _____

B. Are ISDN lines included with the sale of the Property? Yes No

C. Is the Property equipped with satellite dishes? Yes No

If yes, how many? _____

Location: _____

D. Is the Property equipped for cable TV? Yes No

If yes, number of hook-ups: _____

Location: _____

E. Are there fiber optics available to the Property? Yes No Is the building wired for fiber optics? Yes No

Does the Property have T1 or other capability? Yes No

8. GOVERNMENTAL ISSUES/ZONING/USE/CODES

A. Compliance, Building Codes & OSHA

1. Do you know of any violations of federal (including ADA), state, or local laws or regulations relating to this Property?

Yes No

2. Do you know of any violations of building codes or municipal ordinances concerning this Property? Yes No

3. Do you know of any health, fire, or safety violations concerning this Property? Yes No

4. Do you know of any OSHA violations concerning this Property? Yes No

5. Do you know of any improvements to the Property that were done without building or other required permits? Yes No

Explain any yes answers you give in this section: _____

B. Condemnation or Street Widening

1. To your knowledge, is the Property located in an area where public authorities are contemplating proceedings for highway, thoroughfare, rail, or utility construction, a redevelopment project, street widening or lighting, or other similar public projects? Yes No

If yes, explain: _____

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

- 254 **9. LEGAL/TITLE ISSUES** 254
- 255 A. Are you aware of any encroachments or boundary line disputes regarding the Property? Yes No 255
- 256 B. Are you aware of any recorded encumbrances, covenants, conditions, restrictions, mineral or natural restrictions, easements, licenses, liens, 256
- 257 charges, agreements, or other matters which affect the title of the Property? Yes No 257
- 258 C. Are you aware of any encumbrances, covenants, conditions, restrictions, mineral or natural restrictions, easements, licenses, liens, charges, 258
- 259 agreements, or other matters which affect the title of the Property that have not been recorded in the official records of the county recorder 259
- 260 where the Property is located? Yes No 260
- 261 D. Are you aware of any public improvement, condominium, or owner association assessments against the Property that remain unpaid? 261
- 262 Yes No 262
- 263 E. Are you aware of any existing or threatened action, suit, or government proceeding relating to the Property? Yes No 263
- 264 F. Are you aware of any reason, including a defect in title, that would prevent you from conveying title to the Property? Yes No 264
- 265 G. Are you aware of any judgment, encumbrance, lien (for example, co-maker or equity loan) or other debt against the Property that cannot 265
- 266 be satisfied by the proceeds of this sale? Yes No 266
- 267 H. Are you aware of any insurance claims filed relating to the property? Yes No 267
- 268 Explain any yes answers you give in this section: _____ 268
- 269 _____ 269
- 270 _____ 270

- 271 **10. RESIDENTIAL UNITS** 271
- 272 A. Is there a residential dwelling unit located on the Property? Yes No If yes, number of residential dwelling units: _____ 272
- 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 273
- 274 Disclosure Statement, as required by the Pennsylvania Real Estate Seller's Disclosure Law (68 P.S. §7301 et. seq.). 274

- 275 **11. TENANCY ISSUES** 275
- 276 A. Are you aware of any existing leases, subleases or other tenancy agreements affecting the Property? Yes No 276
- 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 277
- 278 rent, an implied agreement to let tenant end lease early, a first right of refusal on adjoining space)? Yes No 278
- 279 C. Are there any tenants for whom you do not currently have a security deposit? Yes No 279
- 280 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
- 281 E. Are there any tenants who are currently more than 30 days behind in paying rent, cam, or tax charges? Yes No 281
- 282 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 282
- 283 terms, etc.)? Yes No 283
- 284 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? 284
- 285 Yes No 285
- 286 H. Is there any tenant that you would consider evicting or not offering an opportunity for renewal? Yes No 286
- 287 I. Are you currently involved in any type of dispute with any tenant? Yes No 287
- 288 Explain any yes answers you give in this section, providing names of tenants where applicable. Attach additional sheet if necessary: 288
- 289 _____ 289
- 290 _____ 290
- 291 _____ 291

- 292 **12. DOMESTIC SUPPORT LIEN LEGISLATION** 292
- 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 293
- 294 relations office in any Pennsylvania county? Yes No 294
- 295 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 _____ 296
- 297 _____ 297
- 298 _____ 298

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

301 A. Is the Property, or a portion of it, preferentially assessed for tax purposes under the Farmland and Forest Land Assessment 301

302 Act (72 P.S. §5490.1 et seq.)(Clean and Green Program)? Yes No 302

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 use 303

304 of Owner's remaining enrolled Property to the County Assessor 30 days before the transfer of title to Buyer. The sale of Property 304

305 enrolled in the Clean and Green Program may result in the loss of program enrollment and the loss of preferential tax assessment for 305

306 the Property and/or the land of which it is a part and from which it is being separated. Removal from enrollment in the Clean and 306

307 Green Program may result in the charge of roll-back taxes and interest. A roll-back tax is the difference in the amount of taxes paid 307

308 under the program and the taxes that would have been paid in the absence of Clean and Green enrollment. The roll-back taxes are 308

309 charged for each year that the Property was enrolled in the program, limited to the past 7 years. 309

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.) 310

311 (an Act enabling certain counties of the Commonwealth to covenant with landowners for preservation of land in farm, forest, water supply, 311

312 or open spaces uses)? Yes No 312

313 Note: This Act enables counties to enter into covenants with owners of land designated as farm, forest, water supply, or open space land on 313

314 an adopted municipal, county or regional plan for the purpose of preserving the land as open space. A covenant between the owner 314

315 and county is binding upon any Buyer of the Property during the period of time that the covenant is in effect (5 or 10 years). Covenants 315

316 automatically renew at the end of the covenant period unless specific termination notice procedures are followed. When a breach of 316

317 the covenant occurs, the then-owner is required to pay roll-back taxes and interest. A roll-back tax is the difference in the amount of 317

318 taxes paid and the taxes that would have been paid in the absence of the covenant. The roll-back taxes are charged for each year that 318

319 the Property was subject to the covenant, limited to the past 5 years. 319

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 Open 320

321 Space, that contains any covenants, subdivision restrictions, or other restrictions affecting the Property? Yes No 321

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

323 _____ 323

324 _____ 324

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

326 A. Provide the names, addresses and phone numbers of the service providers for any Maintenance Contracts on the Property (e.g., elevators, 326

327 other equipment, pest control). Attach additional sheet if necessary: _____ 327

328 _____ 328

329 _____ 329

330 _____ 330

331 B. Provide the names, addresses and phone numbers of the service providers for any Alarm/Safety Contracts on the Property (e.g., security 331

332 alarm system, sprinkler system, fire/smoke). Attach additional sheet if necessary: _____ 332

333 _____ 333

334 _____ 334

335 _____ 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, sewage, 336

337 on-site sewage service, natural gas, electric, telephone). Attach additional sheet if necessary: _____ 337

338 _____ 338

339 _____ 339

340 _____ 340

341 **The undersigned Owner represents that the information set forth in this document is accurate and complete to the best of Owner's knowl-** 341

342 **edge. Owner permits Broker to share information contained in this document with prospective buyers/tenants and other real estate licensees.** 342

343 **OWNER ALONE IS RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION CONTAINED IN THIS STATEMENT. Owner will** 343

344 **notify Broker in writing of any information supplied on this form which is rendered inaccurate by a change in the condition of the Property** 344

345 **following completion of this form.** 345

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

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

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

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

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

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