ROYAL LEPAGE COMMERCIAL

BROCHURE & EMAIL REQUEST SHEET

STEP 1: MAIN PROPERTY INFORMATION

ADDRESS:

CIVIC NUMBER:

UNIT/SUITE NUMBER:

FULL STREET NAME:

STREET TYPE:

Avenue	Circle	Highway	Road
Bay	Crescent	Parkway	Street
Boulevard	Drive	Route	Trail

CITY/MUNICIPALITY/TOWN:

PROVINCE:

Alberta	Nunavut
British Columbia	Ontario
Manitoba	Prince Edward Island
New Brunswick	Quebec
Newfoundland & Labrador	Saskatchewan
Northwest Territories	Yukon
Nova Scotia	



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STEP 1: MAIN PROPERTY INFORMATION (CONT)

PROPERTY INFORMATION:

TRANSACTION TYPE:

Lease

Sale

Sublease Sale or Lease Business

SQUARE FOOTAGE OR ACREAGE:

PROPERTY TYPE:

Business Only Industrial Investment Land Medical Mixed-Use Multi-Family Office

Restaurant Retail Storage Warehouse

PRICE:

SUBJECT LINE:



ROYAL LEPAGE COMMERCIAL

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STEP 2: PROPERTY FEATURE BULLET POINTS

BULLET POINTS:

1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15			



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STEP 3: CONTACT INFO

BROKER & BROKERAGE INFO

BROKER 1 INFORMATION:	

Name:	Email:
Title:	Phone #:
BROKER 2 INFORMATION:	
Name:	Email:
Title:	Phone #:

BROKERAGE INFORMATION:

Brokerage:	City:
Address:	Province:



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STEP 4: PHOTOS

PHOTOS TO INCLUDE

MAIN PHOTO:
1 High Quality Main Photo (Landscape Preferred)
Please name the photo "Main Photo"
ADDITIONAL PHOTOS:
6-12 High Quality Additional Photos (2 Pages Of 6 Photos Per Page)
Number the photos #1-12 in the order you'd like them to appear

STEP 5: ADDITIONAL MATERIALS

ADDITIONAL MATERIALS

FLOOR PLANS/SURVEYS/MAPS: **Maximum of 3** High Quality Documents In PDF Format. Avoid Photocopies & Scans.



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STEP 6: COMPLETED BROCHURE



For Questions Concerning This Form, Contact:

MELANIE RYAN

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