

Offering Memorandum

Commercial Real Estate Listing Package (Fillable Template)

Prepared by MKG Enterprises Corp (NMLS 1370394)

Property Details (Complete all fields)

Property Name

Property Type

Street Address

City, State, ZIP

Offering Price

OM Date

Owner/Seller Name

Prepared For (Buyer/Investor)

Listing Agent / Broker

Contact Phone / Email

CONFIDENTIAL: This document is provided solely for informational purposes to qualified parties and may not be reproduced or distributed without written consent.

Use and Distribution

This Offering Memorandum (OM) is not intended to provide a necessarily accurate or complete summary of the property or any documents related thereto. All information is believed reliable but has not been verified. Prospective purchasers must independently verify all information and perform their own due diligence.

This OM does not constitute an offer to sell or a solicitation to buy any security. Any transaction is subject to negotiation, execution of definitive agreements, and satisfaction of all conditions. The property is offered subject to prior sale, change in price, or withdrawal without notice.

Financing terms, projections, and underwriting examples (if any) are illustrative only. Actual terms are subject to lender review, borrower qualification, appraisal/valuation, and market conditions.

Acknowledgements (initial boxes)

I agree to keep this OM confidential and not to distribute it.

I understand I must independently verify all information provided.

I understand this OM is for information only and is not an offer to sell securities.

Recipient Information

Recipient / Company

Email

Signature (typed)

Date

Contents

1. Executive Summary	4
2. Offering Summary & Property Details	5
3. Unit Mix & Capital Improvements	6
4. Photos & Site Details	7
5. Location & Area Overview	8
6. Financial Summary & Operating Statement	9
7. Rent Roll & Lease Overview	10
8. Lease & Sale Comparables	11
9. Additional Information & Contacts	12

Property at a Glance

Units	Building SF	Lot Size	Year Built
Occupancy (%)	In-Place NOI	Cap Rate (%)	GRM

Property Highlights (short bullets)

Executive Summary

Executive Summary (1-2 paragraphs)

Investment Highlights (bullets)

MKG Buyer Financing Support (optional)

If you would like, MKG can help qualified buyers evaluate financing options (e.g., DSCR/Investor programs, bank, agency, or bridge) and coordinate a clean loan process. Availability and terms depend on the buyer and property and are not guaranteed.

Offering Summary

Sale Price	NOI (In-Place)
Price per Unit / SF	NOI (Pro Forma)
Cap Rate (%)	Gross Income (Annual)
GRM	Expense Ratio (%)
Occupancy (%)	Target Close Date

Property Details

Property Address	APN / Parcel (if any)	Property Website URL
Building SF (NRSF/GBA)	Lot Size	Zoning
Year Built / Renovated	Parking	Utilities (who pays)
Narrative Property Description		

Unit Mix / Space Mix

Unit/Space Type	Count	Avg SF	Current Rent	Market Rent	Notes

Capital Improvements

Improvement / Project	Year	Notes / Cost

Photos (insert later)



Caption



Caption



Caption



Caption

Site / Building Notes

Access / Showing Instructions

Deferred Maintenance / Known Issues (optional)

Location Overview

Neighborhood / Market Narrative

Maps (insert later)

Map Placeholder

Regional Map Caption

Map Placeholder

Aerial / Site Map Caption

Nearby Amenities / Demand Drivers

Financial Summary

Total Scheduled Income (Annual)

Vacancy (%)

Operating Expenses (Annual)

NOI (Annual)

Cap Rate (%)

Debt Service (Annual, if financed)

DSCR (if applicable)

Operating Statement (Annual)

Line Item	Current	Pro Forma
Rental/Lease Income		
Other Income (parking, laundry, etc.)		
Gross Income		
Vacancy/Credit Loss		
Effective Gross Income		
Real Estate Taxes		
Insurance		
Utilities		
Repairs & Maintenance		
Management		
Payroll / Contract Services		
Admin / Professional		
Reserves		
Total Operating CRE Listing OM		Confidential - For Qualified Parties Only
Net Operating Income (NOI)		

Rent Roll Summary

Attach full rent roll as an exhibit if available. Use the table below for a summary or key units.

Lease Structure / Terms (if applicable)

Lease Type Gross Modified Gross NNN Absolute NNN Other

Major Lease Notes / Tenant Summary

Lease Comparables

Comp Address / Name	Unit/Space Type	SF	Rent	Rent/SF	Notes

Sale Comparables

Comp Address / Name	Close Date	Price	Cap	GRM	Notes

Comparable Notes / Methodology (optional)

Deal Terms / Process

Offer Instructions / Timeline

Financing Scenarios (optional)

Option	Loan Amount	LTV	Rate	Amort/IO	DSCR

Contacts

Listing Contact (MKG / Seller Agent)

Name

Company / Brokerage

Phone

Email

Notes

Property Owner / Seller

Name

Company / Brokerage

Phone

Email

Notes