



HOUSTON LEGACY GROUP

Commercial
Real Estate

SELLER'S GUIDE

INTRODUCTION

Selling a commercial property is a strategic process that requires preparation, documentation, and expert guidance.



This guide outlines what to expect from me as your real estate agent, the documents you'll need to provide, and the steps I will take to ensure a successful sale.



Company Vision

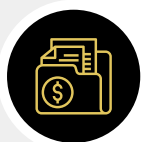
"To elevate our community through strategic commercial investments that build wealth and create lasting local impact."

KEY DOCUMENTS FOR PROPERTY SALE

Documents Required for Selling Your Property

To facilitate a smooth and efficient transaction, please prepare the following documents:

Financial Records



Operating Statements – Income and expense reports for the past 2–3 years

Tax Returns – Recent property tax statements and proof of payment

Utility Bills – Records of water, electricity, and other utility expenses over the past year

Property Documentation



Title Deed – Proof of property ownership

Surveys – Boundary and title surveys

Environmental Reports – Assessments for issues like mold, asbestos, or soil contamination

Certificates of Occupancy – If applicable, for each tenant space

Tenant Information (If Leased)



Rent Roll – List of tenants, lease terms, and rent amounts

Lease Agreements – Copies of all active leases

Tenant Correspondence – Notices or communications related to the tenancy

Insurance & Maintenance Records



Insurance Policies – Details of current coverage and claim history

Capital Expenditures – Documentation of major repairs or improvements

Service Contracts – Agreements with maintenance providers

Having *these documents* ready will expedite the process and make your property more attractive to buyers.

COMMERCIAL SELLER ACTIVITIES

Commercial Seller Template

| ACTIVITY CATEGORY | TRANSACTION TYPE | ACTIVITY DESC | TIMING | DAYS | KEY DATE | SCHEDULE | CANCEL TXN | CLOSE TXN | CALENDAR | ALERT ON DUE | ALERT ON COMPLETE | ARCHIVE | PRIVATE | DOCS UPLOADABLE | APPROVAL REQUIRED |
|-------------------|------------------|-------------------------------------------------------------|--------|------|----------|----------|------------|-----------|----------|--------------|-------------------|---------|---------|-----------------|-------------------|
| Other Activities | L | Intro Email to Vendors (other agent, title and lender) | B | 1 | CAD | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | Intro to Client | B | 1 | CAD | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | Contract/Addendum to brokerage market center for compliance | B | 1 | CAD | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | Contract/Addendum: Executed? Initials and Signatures? | B | 1 | CAD | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | EM Receipt from title | A | 3 | CAD | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | Addtl EM? If required date from end of Feasibility Period | A | 3 | CAD | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | Title Commitment back? | A | 7 | CAD | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | Survey Buyer to obtain new? | B | 1 | CAD | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | Survey Seller to provide existing? | B | 1 | CAD | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | Survey Seller to purchase new? | B | 1 | CAD | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | Survey due in 3 days | B | 3 | SUR | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | UCC Search? Required or not per contract page 3 Part 6C? | B | 1 | CAD | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | Objections to Title Commitment, Survey and UCC? | A | 5 | CAD | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | Feasibility Period, REMINDER one day left | B | 1 | FD | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | Feasibility Extension? | B | 1 | FD | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | Delivery of Property Info due Page 5 | B | 1 | CPID | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | Estoppel Certs due? Page 6 | B | 1 | CAD | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | Commission page 7 and 15 | A | 10 | CAD | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | Lender Title Request sent to Title yet? | A | 5 | CAD | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | Market Center: check status for compliance | A | 10 | CAD | Y | N | N | Y | N | N | Y | N | Y | N |
| Contingencies | L | Loan Approval Due in 1 Day | B | 1 | TPF | Y | N | N | Y | N | N | Y | N | Y | N |

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|-------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------|----------|----------|------------|-----------|----------|--------------|-------------------|---------|---------|-----------------|-------------------|
| Closing | L | Repair Update | B | 10 | ECD | Y | N | N | Y | N | N | Y | N | Y | N |
| Closing | L | Schedule the Closing | B | 7 | ECD | Y | N | N | Y | N | N | Y | N | Y | N |
| Closing | L | Check with Title and Agent if closing needs to be extended | B | 7 | ECD | Y | N | N | Y | N | N | Y | N | Y | N |
| Closing | L | Send out Closing Invite | B | 6 | ECD | Y | N | N | Y | N | N | Y | N | Y | N |
| Closing | L | Create Buyer Walk Through | B | 5 | ECD | Y | N | N | Y | N | N | Y | N | Y | N |
| Closing | L | Confirm Amendments to Title | B | 5 | ECD | Y | N | N | Y | N | N | Y | N | Y | N |
| Closing | L | Closing Tomorrow, is everything ready? | B | 1 | ECD | Y | N | N | Y | N | N | Y | N | Y | N |
| Closing | L | Email Congrats you Close | A | 1 | ECD | Y | N | N | Y | N | N | Y | N | Y | N |
| Closing | L | Ask Title for Buyer Walk Through and Settlement Stmt | A | 1 | ECD | Y | N | N | Y | N | N | Y | N | Y | N |
| Closing | L | Turn in Settlement Stmt | A | 2 | ECD | Y | N | N | Y | N | N | Y | N | Y | N |
| Closing | L | Turn in BWT | A | 2 | ECD | Y | N | N | Y | N | N | Y | N | Y | N |
| Closing | L | CDA Has it been issued | B | 10 | ECD | Y | N | N | Y | N | N | Y | N | Y | N |
| Closing | L | Closing What to bring | B | 1 | ECD | Y | N | N | Y | N | N | Y | N | Y | N |
| Closing | L | Wire Fraud Notice | B | 15 | ECD | Y | N | N | Y | N | N | Y | N | Y | N |
| Closing | L | Cash? Final ask title if ready to review | B | 3 | ECD | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | Property Condition Report completed? | B | 1 | CAD | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | Ask Buyers Agent for Amendments if any/upload to agents market center | A | 1 | FD | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | Curing of any title objections, Survey objections, or UCC objections, if any, are to be cured by Seller. Part 6 D, BUYER. Based on date of receipt of objections | A | 10 | CAD | Y | N | N | Y | N | N | Y | N | Y | N |
| Other Activities | L | Addendums attached page 11 par 22 | B | 1 | CAD | Y | N | N | Y | N | N | Y | N | Y | N |
| Closing | L | CTC Payment Rcd | A | 1 | ECD | Y | N | N | Y | N | N | Y | N | Y | N |

MY ROLE AS YOUR AGENT

As your dedicated commercial real estate agent, I will handle all aspects of the sale, including:

PROPERTY EVALUATION

- Conduct a comprehensive market analysis to determine property value
- Provide recommendations to enhance marketability

PROSPECT OUTREACH

- Utilize my network of investors and business owners
- Direct marketing to qualified buyers
- Cold calling and follow-ups with interested parties

DUE DILIGENCE ASSISTANCE

- Provide necessary documents to the buyer
- Coordinate inspections and appraisals
- Address any concerns raised during due diligence

1

2

3

4

5

6

MARKETING & EXPOSURE

- Professional photography and videography
- Creation of a compelling property listing
- Promotion on commercial real estate platforms (CoStar, LoopNet, Crexi, etc.)
- Social media and email marketing campaigns

NEGOTIATION & OFFER MANAGEMENT

- Present and evaluate offers
- Negotiate favorable terms and counteroffers
- Ensure all agreements align with your goals

CLOSING COORDINATION

- Communicate with attorneys, escrow agents, and title companies
- Assist in finalizing paperwork and ensuring a seamless closing
- Facilitate the final walkthrough and handover process

HOUSTON LEGACY GROUP

Selling a commercial property requires careful planning and execution.

I am committed to guiding you every step of the way, ensuring transparency, and working tirelessly to achieve the best outcome for your sale.



Let's work together to **maximize your property's value** and **secure a smooth transaction!**

CONTACT ME TODAY TO GET STARTED!