



Broker Site Information Checklist

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ITEM	COMMENTS	✓
Names of all property owners and property particulars, to include acreage, sales price, overall proximity to main ____ acre piece, aggregate price per acre.		
Need copies of current contracts/listings with price per acre, and is it net or gross of undevelopable property including flood plain, easements, etc.		
Access issues. Where is the most immediate access? What is the marketing window?		
Are there any surveys? When were they done and by whom? Do they show any floodplain?		
If there are no current surveys, are there copies of the deed(s) with mete & bounds description? Title policy legal description?		
Is there a topographical map other than U.S. G.S.? What are the contour intervals? Have there been any improvements done on the property since the topo map was made?		
Have any easements been granted since the last survey? A title binder will give us an update. Need a complete list of all easements.		
Any known soils conditions out of the ordinary? What is the type of soil? What is the depth to bedrock? Are there any known granite pockets? Any known water tables? Any standing water pools, etc.? Owner usually has good knowledge of these things.		
Any soils testing done in recent history?		

Topographic conditions: undesirable slopes; sinkholes?		
Tree and vegetation coverage?		
Any dramatic views or other amenities?		
Are there any discernable drainage patterns, i.e. , channels, creeks, etc.?		
Hazards? Buried storage tanks; hazardous materials; chemical deposits; high-tension power lines; gas or other underground transmission lines; old batteries?		
Any Environmental Site Assessment recently?		
Current improvements: utilities; roads; buildings; fences; bridges; terrace structures; wells; etc.		
History: prior land uses; historical or archeological artifacts?		
Any cemeteries? If, so, get history, details.		
Current zoning? We need a copy of all city or county ordinances, both zoning and subdivision regulations.		
Any active neighborhood associations that may oppose development? If, so, contact names, etc.		
Where is the water coming from? Who is the provider? City, local SUD? Does it meet NFP regulations for proximity storage? Will we have to build a tower?		

Copy of COG and city master thoroughfare plan for that area.		
Is there a City Comprehensive Land Use Plan?		
Maps: any and all you can get from owner, including old aerials and any promotional materials.		
Synopsis of any developments underway in the immediate vicinity; who is the developer? What are the lot costs? How many lots are planned? What is the development schedule? Who are the builders?		
What are the politics of the governing authorities? Is the Seller politically involved? News articles relating to city's attitude on growth, land developers, community problems, etc.		
Is the property located within the city limits or county? Who's ETJ, if any?		
Is sewer available? Including plant capacity? Location of sewer mains relative to the project? Distance and cost to offsite?		
Storm drainage – required? Location with respect to property? Off site?		
Proximity to lakes: Corps of Engineers or other jurisdiction? Set back requirements? Ability to lease “take-line” property?		
Who is the real estate individual in the area who knows “everyone”?		