

## Business and Building Inventory



### *Business Information*

Business Name \_\_\_\_\_  
Local Contact \_\_\_\_\_  
Street Address \_\_\_\_\_  
P O Box \_\_\_\_\_  
City, State Zip \_\_\_\_\_

Business Owner (if different from Local Contact) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

### *Business Contact Information*

Telephone Number \_\_\_\_\_  
Email Address \_\_\_\_\_  
Website \_\_\_\_\_

Type of Business (Use NAICS Code) \_\_\_\_\_  
Number of Employees – Full Time \_\_\_\_\_ Part Time (<30 hrs) \_\_\_\_\_  
Square Footage of Building Used by this Business \_\_\_\_\_

Days/Hours of Operation	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open							
Close							

### **Building Information**

Building Owner (if different from Business Owner) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Parcel ID Number \_\_\_\_\_  
Land Value \$ \_\_\_\_\_ and Improvements \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

#### **Building Size -**

Number of Stories \_\_\_\_\_ and Square Feet per Floor \_\_\_\_\_

Rent \_\_\_\_\_ *If building is For Sale or Rent, fill out additional form.*

Parking Spaces on the property \_\_\_\_\_

General Condition of Building: (circle one) Excellent Good Fair Poor

Building is eligible for the National Register of Historic Places:

Yes \_\_\_\_; No \_\_\_\_; Date Listed \_\_\_\_\_

Form Completed by \_\_\_\_\_ Date \_\_\_\_\_

## Instructions for Filling out the Business and Building Inventory Form



The purpose of the Business and Building Inventory is so that the local Main Street organization has an understanding of all the types of businesses located in the Central Business District, as well as the buildings. These instructions will cover most, but perhaps not all, of the various ways that business is conducted in the downtown area.

The Business Information section should be filled out for every business located in the downtown area. This business listing should include everything in the downtown area, not just the retail. Include the government offices, lawyers, accountants and churches. When multiple businesses are located in one building, fill out a sheet for each business. Upper Floor Housing will be considered a separate business from the space used on the ground floor, even when owned and operated by the business owner on the ground floor.

The North American Industry Classification System (NAICS) is a detailed industry coding system designed to facilitate the collection, analysis, and presentation of economic statistical data in the United States, Canada, and Mexico, which comprise the member nations of the North American Free Trade Agreement (NAFTA). NAICS uses a six digit hierarchical coding system to classify all economic activity into twenty industry sectors. Five sectors are mainly goods-producing sectors and fifteen are entirely services-producing sectors. This six digit hierarchical structure allows greater coding flexibility than the four digit structure of the SIC. NAICS allows for the identification of 1,170 industries compared to the 1,004 found in the SIC system. This list can be found on the internet; search *NAICS codes*.

When listing the *Square Footage of Building Used by this Business*, include any storage space used by the business. In the case of upper floor housing units, if possible, list on this one line the number of units with the square footage of each unit.

### Building Information

The Parcel ID number, as well as the value of the land and building, can be obtained from the county tax assessor. Some counties have this information online. This information should be filled out before the committee member visits with the business owner.

For the vacant and available buildings, additional information covering the building features should also be collected. The most important information to obtain on the vacant building is to know who the contact person is. This could be the building owner or, perhaps, a local Realtor.

The General Condition of the building should take into consideration the level of maintenance and its appearance. *Excellent* would be rehabilitated within the past several years. *Good* would be well maintained. *Fair* would be showing a need of painting and maintenance. *Poor* would have broken glass and signs of rotten wood.

# Building that is For Sale or Rent

## Additional Information to Collect



Building Address: \_\_\_\_\_

Building Name (if known this way) \_\_\_\_\_

### Building Features:

List features that help describe this building. Since downtown buildings can be so varied, there is no short list that would cover all buildings. Possible items to list include the following: S.F of office space; Age of Heating and Air Conditioning system; Number of restrooms; Construction materials-brick, hardwood floors; Number of floors

### Investment Summary:

Sale Price \$ \_\_\_\_\_

Rent Price \$ \_\_\_\_\_

Building Size in Square Feet: \_\_\_\_\_

Lot Size (width) \_\_\_\_\_ Lot Size (depth) \_\_\_\_\_

List Eligible Tax Credit Programs and Special Financing:

\_\_\_\_\_

Parcel ID Number (from County Tax Assessor) \_\_\_\_\_

### Contact Information:

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Date Information Collected \_\_\_\_\_

Collected by \_\_\_\_\_

Please take a photo of all available buildings.

# 122 West Main



## Building Features:

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Large reception/waiting area  
Secretarial area large enough for two desks  
Two large offices  
Large conference room with shelves  
Two bathrooms  
Storage space  
Fully furnished

*Sample Form to show  
an available building.*

Former First Citizens Bank  
Two vaults  
Built 1927

## Investment Summary:

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Price \$130,000

Building Sq. Ft. Approx 2,200

Price/Sq. Ft. \$59.09

Lot Size (width) 22 feet

Lot Depth 100 feet

Parcel No. 089K-31-323-00

## Contact:

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John Doe  
P O Box 462  
Tupelo MS 38802

Work 662-555-9528

Information as of August 4, 2009



Downtown Tupelo Main Street Association, 108 South Broadway, Tupelo MS 38802  
Phone 662-841-6598 [www.tupelomainstreet.com](http://www.tupelomainstreet.com)