



**COMMERCIAL LEASING** PROPERTY DETAILS & OCCUPANCY REPORT

2600 Fresno Street, Room 2162, Fresno, CA 93721 (559) 621- 6880

**PLEASE COMPLETE A SEPARATE REPORT FOR EACH COMMERCIAL PROPERTY ADDRESS THAT YOU OWN AND/OR MANAGE WITHIN THE CITY OF FRESNO.**

<b>Property Details</b> - Please provide the following information for each commercial property on your tax account. Only include the details of one address per report. Attach additional reports if necessary.		<b>Account #</b> : _____
Property Owner :	_____	
Property Address :	_____	
Property Type :	Retail      Office      Industrial      Other: _____	Number of Units : _____
Property Manager :	_____	

**Occupancy** - Please provide the following information for each unit/suite located at the address above. If any of the units are currently vacant, please provide the unit number and write VACANT in the Tenant box. If you require more space, attach additional sheets and write the number of pages at the bottom of this form.

Unit No.	Tenant / Business Name	Primary Contact Person	Start Date of Lease	Monthly Rent