



Commercial Properties Broker Instructions

1. Call 286-5730 for access information and arrange for a key pickup.
\$50 key deposit is required -- check payable to the Redevelopment Authority.
Key checkouts typically do not exceed 48 hours.
2. Show the property to the prospective buyer.
3. Make sure your buyer has the technical and financial resources to purchase the property and make the needed improvements.

If the buyer is starting a new business, make sure they have a Business Plan. If not, make referrals to entities that can help such as Wisconsin Women's Business Initiative Corporation – WWBIC -- <http://www.wwbic.com/>
4. Verify buyer does not violate City Buyer Policies.
5. Help the prospective buyer complete the Proposal Summary
 - Complete project narrative of use, improvements, etc.
 - Preliminary budget – hard & soft costs; include fixtures and equipment as necessary
Attach detailed Scope of Work or architectural renderings as needed
 - Financing strategy – including loans and grant identification.
A Letter of Interest or Prequalification letter from a financial institution is helpful
6. Submit the completed Proposal Summary before the deadline to:
City Real Estate Office
809 North Broadway, 2nd Floor
Milwaukee, WI 53202-3617
Or fax to 414-286-0395
7. Help buyer complete the Purchase & Sale Agreement after Common Council approval.
8. Keep buyer on track to obtain final plans and permits and obtain firm financing for the full project; request extension if needed
9. Coordinate closing with City and lender
10. Attend closing with the buyer and receive your commission