

### **Steps for Submitting a Market Ready Property:**

1. Please review the minimum criteria below for either your land site or building.
2. If your property meets **all** the minimum criteria you should continue and complete the attached questionnaire for your property.
3. Please include a high resolution **photo/graphic** of your property in jpeg format.
4. The completed questionnaire and photo should be e-mailed back to MassEcon [dkehlhem@massecon.com](mailto:dkehlhem@massecon.com) for initial review.
5. Your property information will then be reviewed by the MassEcon Market Ready Evaluation Committee, which meets on a bi-annual basis in 2011 (April 27, Oct 5)
6. If your property has been selected for the Market Ready Property List you will be contacted by MassEcon staff.
7. If your property is not selected for the Market Ready Property List you will be contacted by MassEcon staff with the reasons why the property was not selected.
8. If you have any questions about the submission process please call **Doug Kehlhem** at MassEcon (781) 489-6262 x12.

If your property is selected, it will be highlighted on [www.massecon.com/readymass](http://www.massecon.com/readymass)

## MarketReady Property Criteria

| Minimum Criteria   | Land | Office/Lab Buildings | Industrial/Flex Space/Warehouse |
|--|------|----------------------|---------------------------------|
| Site is currently being marketed by a developer or broker  | ✓    | ✓                    | ✓                               |
| Site is under single ownership, available for sale or lease, and price has been established                      | ✓    | ✓                    | ✓                               |
| Full utilities available (water/sewer, telecom, electric power and gas (optional) service). No extensions needed | ✓    | ✓                    | ✓                               |
| Acreage must be able to support at least 100,000 square feet of build-out (contiguous)                           | ✓    |                      |                                 |
| Appropriately zoned; and MEPA process completed (if required)  | ✓    |                      |                                 |
| Adequate parking (3 spaces/1,000 sf), or in urban location adjacent to public transport                          |      | ✓                    |                                 |
| Within five miles of an interstate or other major limited access highway   | ✓    | ✓                    | ✓                               |
| Must have at least 50,000 (100,000 for Greater Boston region) square feet of contiguous space                    |      | ✓                    | ✓                               |
| Building is in top condition   |      | ✓                    | ✓                               |
| Rail access optional but should be noted if available  |      |                      | ✓                               |

## FOR ALL SUBMISSIONS: MarketReady Property Questions

| For All Submissions (please select "Yes" or "No" and provide descriptions as needed) |            |           |
|--|------------|-----------|
| Address:   |            |           |
| Building Name:   |            |           |
| City:  |            |           |
| Zipcode:   |            |           |
| Property Type:   |            |           |
| Use Type:  |            |           |
| Total Size of Property:  |            |           |
| Available  | <b>Yes</b> | <b>No</b> |
| Minimum Available:   |            |           |
| Maximum Available:   |            |           |
| Rail Access  | <b>Yes</b> | <b>No</b> |
| Is the site under single ownership?  | <b>Yes</b> | <b>No</b> |
| Owner:   |            |           |
| Located in an Industrial/Research Park   | <b>Yes</b> | <b>No</b> |
| 43D Site   | <b>Yes</b> | <b>No</b> |
| Divisible  | <b>Yes</b> | <b>No</b> |
| For Sale   | <b>Yes</b> | <b>No</b> |
| For Lease  | <b>Yes</b> | <b>No</b> |
| <b>Utilities</b>   |            |           |
| Electric Service   | <b>Yes</b> | <b>No</b> |
| Electric Service Provider:   |            |           |
| Natural Gas Service  | <b>Yes</b> | <b>No</b> |
| Gas Provider:  |            |           |
| Sewer Service  | <b>Yes</b> | <b>No</b> |
| Sewer Provider:  |            |           |
| Municipal Sewer Connection   | <b>Yes</b> | <b>No</b> |
| Municipal Water  | <b>Yes</b> | <b>No</b> |
| Appropriate Water Supply for biomanufacturing  | <b>Yes</b> | <b>No</b> |
| Distance to major interstate:  |            |           |
| Distance to major commercial airport:  |            |           |
| <b>Exclusive Broker</b>  |            |           |
| Company:   |            |           |
| Contact Name:  |            |           |
| Address:   |            |           |
| Email Address:   |            |           |

## FOR LAND: Additional MarketReady Property Questions

| For Land (please select "Yes" or "No" and provide descriptions as needed)                             |     |    |
|---|-----|----|
| Is your site zoned for commercial or industrial use?  | Yes | No |
| Can the site support at least 100,000 of contiguous square feet of build-out?                         | Yes | No |
| Can permits and approvals be issued within 180 days or less from submittal?                           | Yes | No |
| Is the site currently being marketed by a developer or broker?  | Yes | No |
| Has a price been established on your site?  | Yes | No |
| Is water/sewer immediately available to the site with confirmed system capacity?                      | Yes | No |
| Is telecom available to the site?   | Yes | No |
| Is roadway access to the site in place?   | Yes | No |
| Is the site located within five miles of an interstate/other major limited access highway?            | Yes | No |
| If yes, what highway?   |     |    |
| Has the MEPA review process been completed? (if needed)   | Yes | No |
| Maximum Buildout:   |     |    |
| Contiguous Acres Available for Development:   |     |    |
| <b>State Permitting:</b>  |     |    |
| Has a MassHighway Access Permit been obtained?  | Yes | No |
| Has a DCR access permit been obtained?  | Yes | No |
| Has a DEP sewer connection/extension permit been obtained?  | Yes | No |
| Has a DEP superseding order of conditions been obtained?  | Yes | No |
| If yes, is the date still valid?  | Yes | No |
| 21E status (brownfield) of site?  |     |    |
| <b>Local Permitting:</b>  |     |    |
| Have any local permits and approvals been issued for site (i.e. special permits, site plan approval)? | Yes | No |
| If so, please briefly describe:   |     |    |
| Is order of conditions (100 feet from wetlands) permit in place?                                      | Yes | No |
| If yes, is the date still valid?  | Yes | No |

## FOR BUILDINGS: Additional MarketReady Property Questions

| For Buildings (please select "Yes" or "No" and provide descriptions as needed)     |               |             |                  |            |
|--|---------------|-------------|------------------|------------|
| What is the preferred use type of the facility?                                    | <b>Office</b> | <b>flex</b> | <b>warehouse</b> | <b>lab</b> |
| Is this building ready for move-in within 2-6 months? (depending on company needs) | <b>Yes</b>    | <b>No</b>   |                  |            |
| Is the building currently being marketed by a developer or broker?                 | <b>Yes</b>    | <b>No</b>   |                  |            |
| Has a price been established for your building?                                    | <b>Yes</b>    | <b>No</b>   |                  |            |
| Are full utilities available to the building? (gas optional)                       | <b>Yes</b>    | <b>No</b>   |                  |            |
| What is the parking ratio for your building? (# per 1,000/square feet)             |               |             |                  |            |
| Is your building within walking distance of public transit?                        | <b>Yes</b>    | <b>No</b>   |                  |            |
| Is the building located within five miles of an interstate/limited access highway  | <b>Yes</b>    | <b>No</b>   |                  |            |
| If yes, what highway?  |               |             |                  |            |
| How much contiguous space (in square feet) is available?                           |               |             |                  |            |
| Ceiling Height (floor to floor):   |               |             |                  |            |
| Number of Loading Docks:   |               |             |                  |            |
| Website Address for Property:  |               |             |                  |            |
| Number of Stories:   |               |             |                  |            |
| Number of Parking Spaces:  |               |             |                  |            |
| Amenities/Description:   |               |             |                  |            |
| Floor Loading (lbs/sf)   |               |             |                  |            |
| HVAC (cfm/sf)  |               |             |                  |            |
| Electrical Capacity (watts/sf)   |               |             |                  |            |

Please send your submission along with a JPEG of the site to

Doug Kehlhem at [dkehlhem@massecon.com](mailto:dkehlhem@massecon.com) or fax to (781) 489-6263