



COMMERCIAL REALTY RESOURCES CO.  
MULTIFAMILY INVESTMENT SERVICES



Arkansas

Oklahoma

Kansas



## BTG Townhomes

727-771 SW 14th Street, Moore, OK 73160

### Offering Highlights

- 19 Units - Built in 2018
- All three bedroom with 2.5 Bath and either one or two car garage with opener.
- Exceptional quality construction by Harbor Homes
- In-ground storm shelters in all garages
- Post tension foundations
- Premium Location in one of the metros hottest areas
- Large floor plans with private fenced backyards
- Near major retail and medical facilities
- Moore School District
- Excellent investment for a 1031 buyer or investor looking for a long-term stabilized return



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Providing professional apartment brokerage and marketing services for over 33 years

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**1**

**3**

This package has been prepared to provide summary information to prospective buyers and to establish an initial and preliminary level of interest in the property described herein. It is not intended to present all material information regarding the subject property, and is not a substitute for a complete and thorough due diligence investigation. Commercial Realty Resources has not made any investigation of the actual property, the tenants, the operating history, financial reports, leases, square footage, age or any other aspect of the property, including but not limited to the actual number of appliances being conveyed or any potential environmental problems that may exist and makes no warranty or representation whatsoever concerning these issues.

The information contained in this package has been obtained from sources we believe to be reliable; however, Commercial Realty Resources and Seller have not conducted any investigation regarding these matters and makes no warranty or representation whatsoever regarding the accuracy or completeness of the information provided. Any pro forma, projections, opinions, assumptions or estimates used are for example only and do not necessarily represent the current or future performance of the property.

Commercial Realty Resources and Seller recommend that prospective buyers conduct an in-depth investigation of the physical and financial aspects of the property to determine if the property meets their needs and expectations. We also recommend that prospective buyers consult with their tax, financial and legal advisors on any matter that may affect their decision to purchase the property and the subsequent consequences of ownership.

Commercial Realty Resources and Seller recommend that prospective buyers consult with qualified professionals regarding the presence of any molds, funguses, or other organisms that may adversely affect the property and the health of individuals.

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# BTG Townhomes

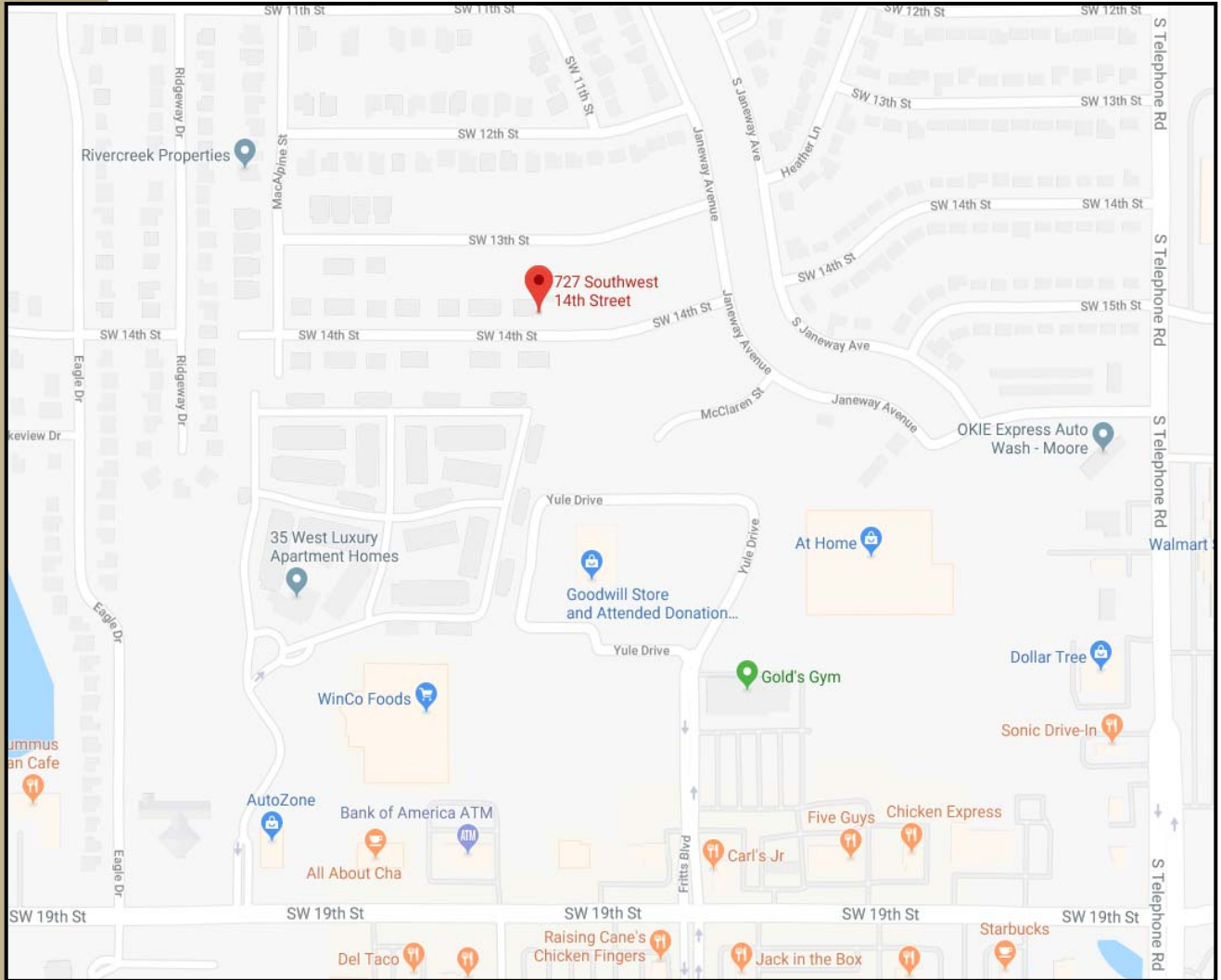
727-771 SW 14th Street

Moore, Oklahoma



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## Neighborhood Map



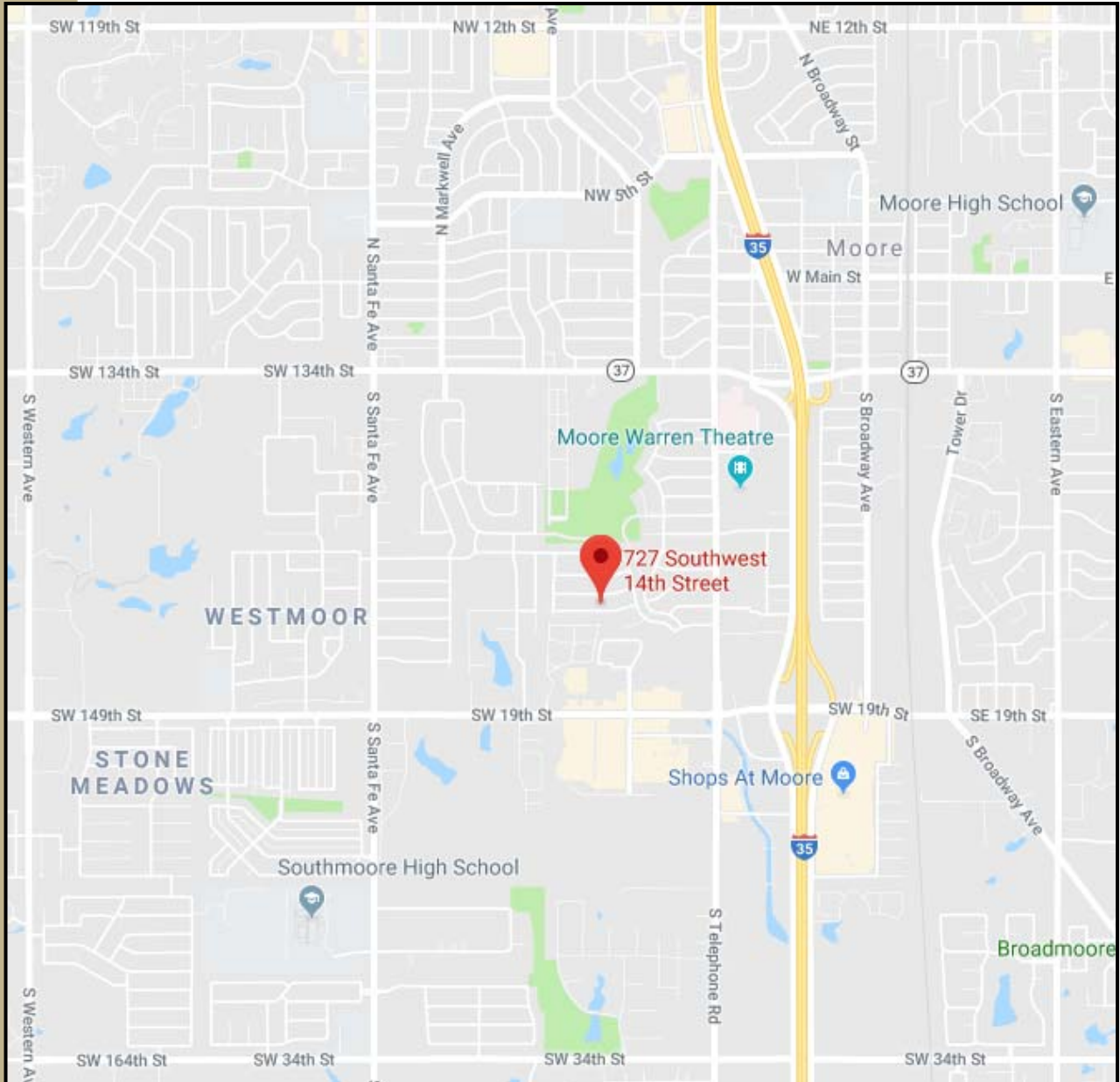


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## Submarket Map



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## Aerial Map

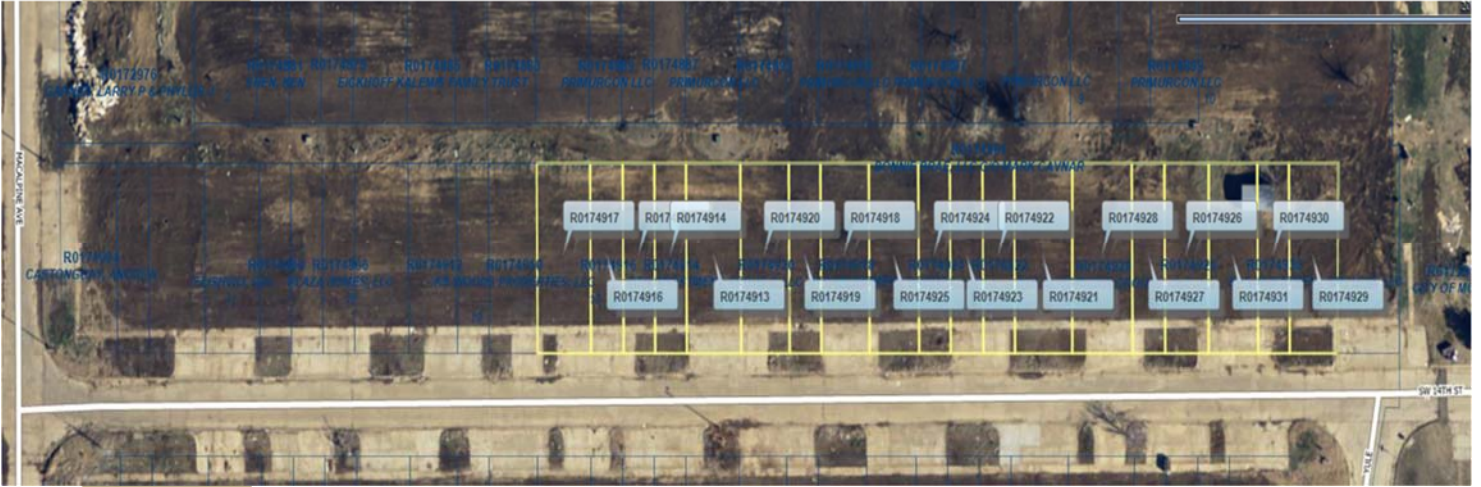


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## Aerial Map Boundary



Account	Parcel	PropertyAddress
R0174913	MC2 PLTR2 2 4A 001	763 SW 14TH ST MOORE 73160
R0174914	MC2 PLTR2 2 4B 001	765 SW 14TH ST MOORE 73160
R0174915	MC2 PLTR2 2 4C 001	767 SW 14TH ST MOORE 73160
R0174916	MC2 PLTR2 2 4D 001	769 SW 14TH ST MOORE 73160
R0174917	MC2 PLTR2 2 4E 001	771 SW 14TH ST MOORE 73160
R0174918	MC2 PLTR2 2 5A 001	755 SW 14TH ST MOORE 73160
R0174919	MC2 PLTR2 2 5B 001	757 SW 14TH ST MOORE 73160
R0174920	MC2 PLTR2 2 5C 001	759 SW 14TH ST MOORE 73160
R0174921	MC2 PLTR2 2 6A 001	743 SW 14TH ST MOORE 73160
R0174922	MC2 PLTR2 2 6B 001	745 SW 14TH ST MOORE 73160
R0174923	MC2 PLTR2 2 6C 001	747 SW 14TH ST MOORE 73160
R0174924	MC2 PLTR2 2 6D 001	749 SW 14TH ST MOORE 73160
R0174925	MC2 PLTR2 2 6E 001	751 SW 14TH ST MOORE 73160
R0174926	MC2 PLTR2 2 7A 001	735 SW 14TH ST MOORE 73160
R0174927	MC2 PLTR2 2 7B 001	737 SW 14TH ST MOORE 73160
R0174928	MC2 PLTR2 2 7C 001	739 SW 14TH ST MOORE 73160
R0174929	MC2 PLTR2 2 8A 001	727 SW 14TH ST MOORE 73160
R0174930	MC2 PLTR2 2 8B 001	729 SW 14TH ST MOORE 73160
R0174931	MC2 PLTR2 2 8C 001	731 SW 14TH ST MOORE 73160

**BTG Townhomes**  
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## Offering Description

The BTG Townhomes are a 19-unit community that was developed in 2018 by Harbor Homes, one of the top builders in Oklahoma for over 20 years. The quality of construction is unmatched with post tension foundations, zone damper HVAC systems and finely crafted finishes. The interiors have transitional design with open concept floor plans. The units are energy efficient. The dual heat and air system provides the upstairs with its own thermostat. Kitchen and bathrooms offer granite countertops and each unit has a storm shelter in the garage. Modern lighting with ceiling fans in all bedrooms and living room. Each kitchen has island sink and bar area. Lawn care is included with the HOA making maintenance effortless for the tenants.

Located close to Plaza Towers Elementary in the Moore School District and just seconds from the Warren Theatre and the numerous restaurants and retail along SW 19th Street, including WinCo Foods, At Home, Walmart Supercenter, Target, Dick's Sporting Goods, Gold's Gym and the upscale Fritt's Farm. The property is also within minutes of the new Norman Regional Moore Hospital and Integris Medical Center that is under construction. Easy access to most local destination points; including Tinker Air Force Base, The University of Oklahoma, Downtown and the Bricktown Entertainment District and Will Rogers World Airport.

The Townhomes are comprised of 5 total buildings with a total of 29,070 square feet. The property has great floor plans with washer and dryer connections in every home. The units average 1,530 square feet with the feel of single family residences. There is also a neighborhood splash pad and playground for the residents.

This is a premiere location with high renter demand. **The neighborhood is easily accessed from S. Santa Fe Avenue by going East on SW 11th Street over the Plaza Towers Bridge to MacAlpine Street and then South to SW 14th Street. The property is directly behind the \$42 million 35 West Luxury Apartment Homes.**

The central location and quality of life makes this a desirable community for its residents.



**BTG Townhomes**  
727-771 SW 14th Street  
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## Offering Description *continued*

### Highlights:

- 19 Units - Built in 2018
- All three bedroom with 2.5 Bath and either one or two car garage with opener.
- Exceptional quality construction by Harbor Homes
- In-ground storm shelters in all garages
- Post tension foundations
- Premium Location in one of the metros hottest areas
- Large floor plans with private fenced backyards
- Near major retail and medical facilities
- Moore School District
- Finely crafted finishes
- Dual heat and air system with upstairs thermostat
- Transitional design with open concept floor plans
- Energy efficient
- Granite countertops
- Modern lighting
- Island sink and bar area
- Lawn care included with HOA



**BTG Townhomes**  
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<b><u>Property Description:</u></b>	<p>These Townhomes have unmatched quality of construction with finely crafted finishes. Each home has an open concept floor plan. The units are energy efficient with dual heat and air systems. Granite countertops, modern lighting and kitchens with island sink and bar area provide a touch of elegance.</p> <p>Located close to Plaza Towers Elementary in the Moore School District and just seconds from the Warren Theatre and the numerous restaurants and retail along SW 19th Street. The property is also within minutes of the new Norman Regional Moore Hospital and Integris Medical Center. Easy access to Tinker Air Force Base, The University of Oklahoma, Downtown and the Bricktown Entertainment District and Will Rogers World Airport.</p>
<b><u>Number of Units:</u></b>	19 Townhomes
<b><u>Number of Buildings:</u></b>	5 two-story buildings with a total of 29,070 square feet
<b><u>Year Built:</u></b>	Constructed in 2018
<b><u>Construction:</u></b>	<p><b>Style:</b> Two -Story</p> <p><b>Exterior:</b> Brick and wood siding with wood trim</p> <p><b>Roof:</b> Gable roofs with asphalt architectural shingles</p>
<b><u>Parking Areas:</u></b>	Concrete driveway and sidewalk fronting City street
<b><u>Mechanical System:</u></b>	<p><b>Electrical Metering:</b> Individually Metered</p> <p><b>HVAC:</b> Individual central, forced AC and gas furnaces</p> <p><b>Hot Water:</b> Individual electric 40 gallon tanks</p> <p><b>Water:</b> Individually Metered and provided by City of Moore</p> <p><b>Gas:</b> Individual Gas Meters</p>
<b><u>Site/Land Area:</u></b>	Platted Lots within Plaza Terrace 2 Addition <i>(according to courthouse records)</i>
<b><u>Current Occupancy:</u></b>	See Rent Roll

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**Real Estate Taxes:**

19 Accounts  
Assessed Value (2017): 3,097  
Tax Rate per 1,000 : \$127.31  
Tax Amount (2017) : \$394  
Assessment Ratio: 12% of Market Value

The property has not been assessed for the 2018 taxes.  
Reassessment will occur at the time of sale.

**Amenities:**

Neighborhood splash pad and playground



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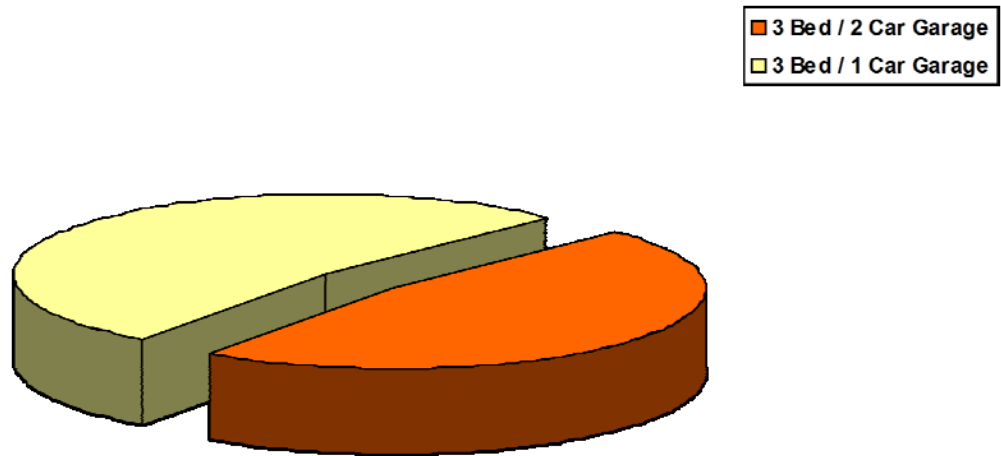


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No. Units	Bdrm / Bth	Sq.Ft.	Total Sq.Ft.	Market	Rent/Sq.Ft.	Gross/Mo.	Gross/Yr.
9	3 Bed / 2.5 Bath / 2 Car	1,560	14,040	1,475.00	0.95	13,275	159,300
10	3 Bed / 2.5 Bath / 1 Car	1,503	15,030	1,395.00	0.93	13,950	167,400
			-			-	-
<b>19</b>		<b>1,530</b>	<b>29,070</b>	<b>1432.89</b>	<b>0.94</b>	<b>27,225</b>	<b>326,700</b>

*Individual unit square footages are estimated.*

### DISTRIBUTION RATIO





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## Apartment Interiors



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## Apartment Interiors



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## Apartment Interiors

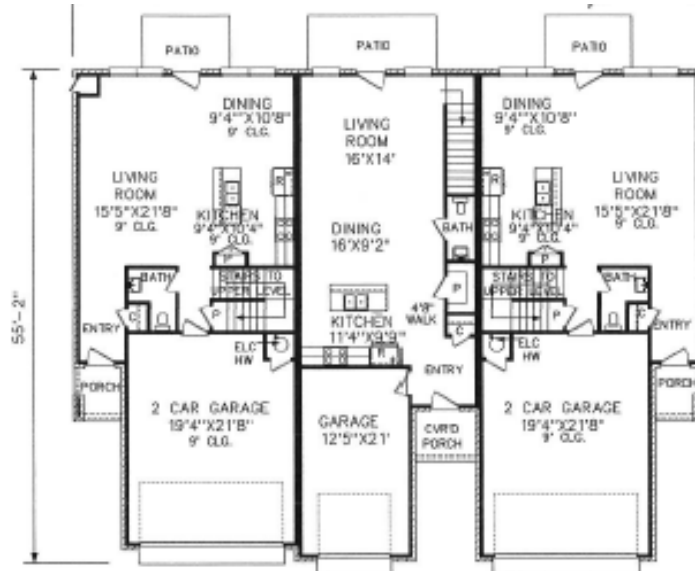


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## Floor Plans Building 5



1ST 768 VENEER S.F.  
 2ND 770 FRAME S.F.  
 TOTAL 1538 S.F. (incl.)

1ST 703 VENEER S.F.  
 2ND 800 FRAME S.F.  
 TOTAL 1503 S.F. (incl.)

1ST 768 VENEER S.F.  
 2ND 770 FRAME S.F.  
 TOTAL 1538 S.F. (incl.)



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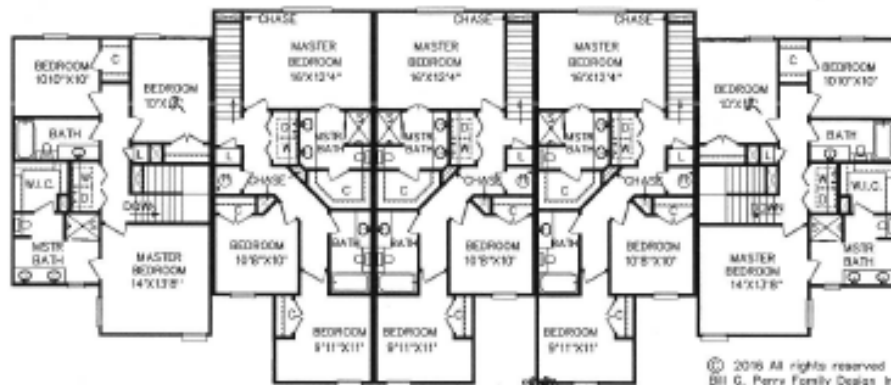


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## Floor Plans Building 6



1ST 741 FRAME S.F. 1ST 767 VENDOR S.F. 2ND 777 FRAME S.F. TOTAL 1560 S.F. (4/4)	1ST 882 FRAME S.F. 1ST 703 VENDOR S.F. 2ND 803 FRAME S.F. TOTAL 1988 S.F. (4/4)	1ST 882 FRAME S.F. 1ST 763 VENDOR S.F. 2ND 800 FRAME S.F. TOTAL 1945 S.F. (4/4)	1ST 882 FRAME S.F. 1ST 703 VENDOR S.F. 2ND 800 FRAME S.F. TOTAL 1965 S.F. (4/4)	1ST 741 FRAME S.F. 1ST 767 VENDOR S.F. 2ND 777 FRAME S.F. TOTAL 1560 S.F. (4/4)
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## Floor Plans Building 7

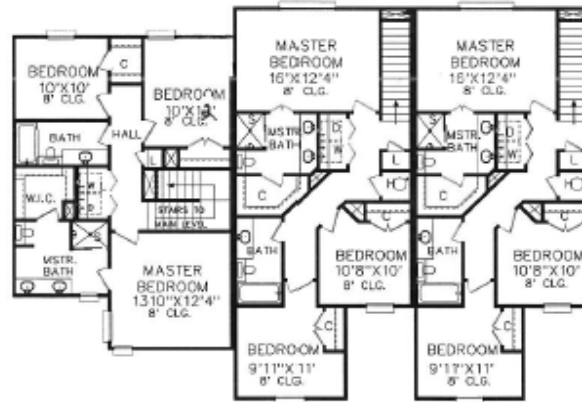


1ST 768 VENEER S.F.  
 2ND 770 FRAME S.F.  
 TOTAL 1538 S.F. (1)15-

1ST 702 VENEER S.F.  
 2ND 800 FRAME S.F.  
 TOTAL 1502 S.F. (1)10-

1ST 702 VENEER S.F.  
 2ND 800 FRAME S.F.  
 TOTAL 1502 S.F. (1)10-

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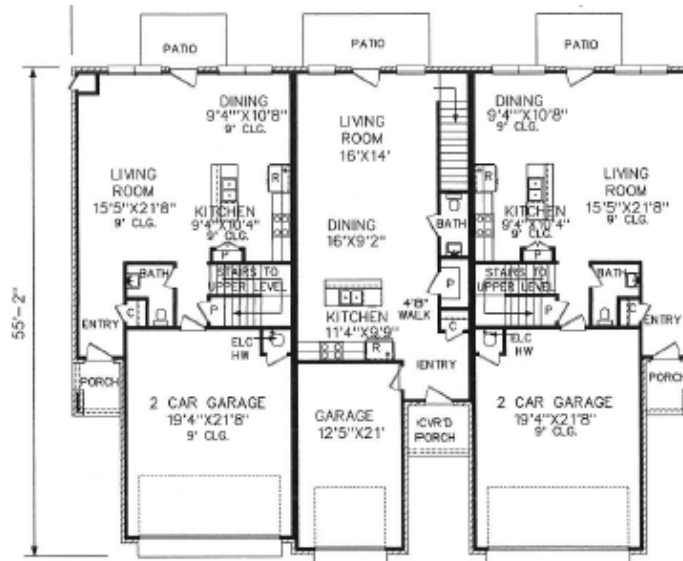


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## Floor Plans Building 8



1ST 768 VENEER S.F.  
 2ND 770 FRAME S.F.  
 TOTAL 1538 S.F. (NOI)

1ST 703 VENEER S.F.  
 2ND 800 FRAME S.F.  
 TOTAL 1503 S.F. (NOI)

1ST 768 VENEER S.F.  
 2ND 770 FRAME S.F.  
 TOTAL 1538 S.F. (NOI)



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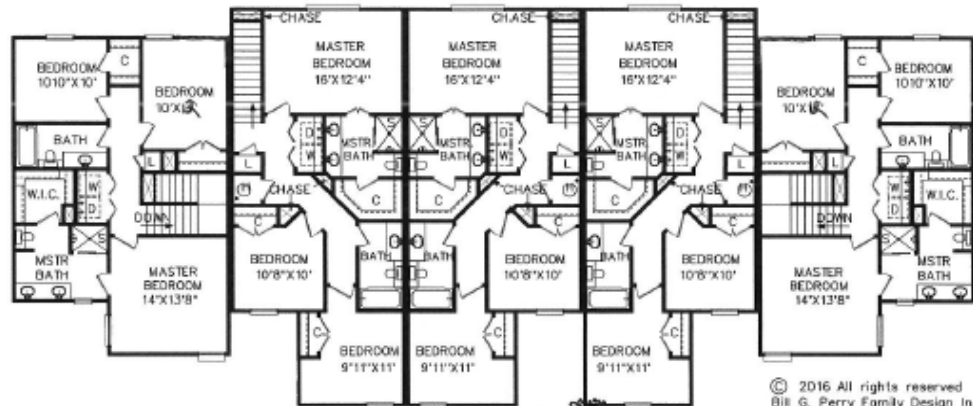


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## Floor Plans Building 4



1ST 741 FRAME S.F. 1ST 767 VENEER S.F. 2ND 777 FRAME S.F. TOTAL 1560 S.F. (net)	1ST 692 FRAME S.F. 1ST 703 VENEER S.F. 2ND 800 FRAME S.F. TOTAL 1503 S.F. (net)	1ST 692 FRAME S.F. 1ST 703 VENEER S.F. 2ND 800 FRAME S.F. TOTAL 1503 S.F. (net)	1ST 692 FRAME S.F. 1ST 703 VENEER S.F. 2ND 800 FRAME S.F. TOTAL 1503 S.F. (net)	1ST 741 FRAME S.F. 1ST 767 VENEER S.F. 2ND 777 FRAME S.F. TOTAL 1560 S.F. (net)
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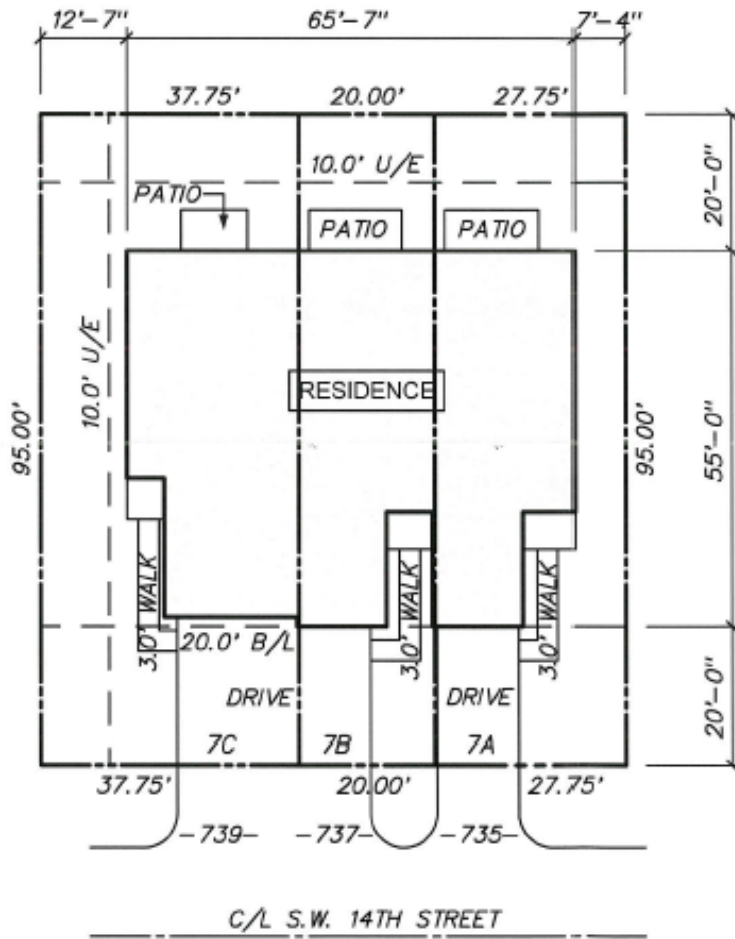


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## Site Layout



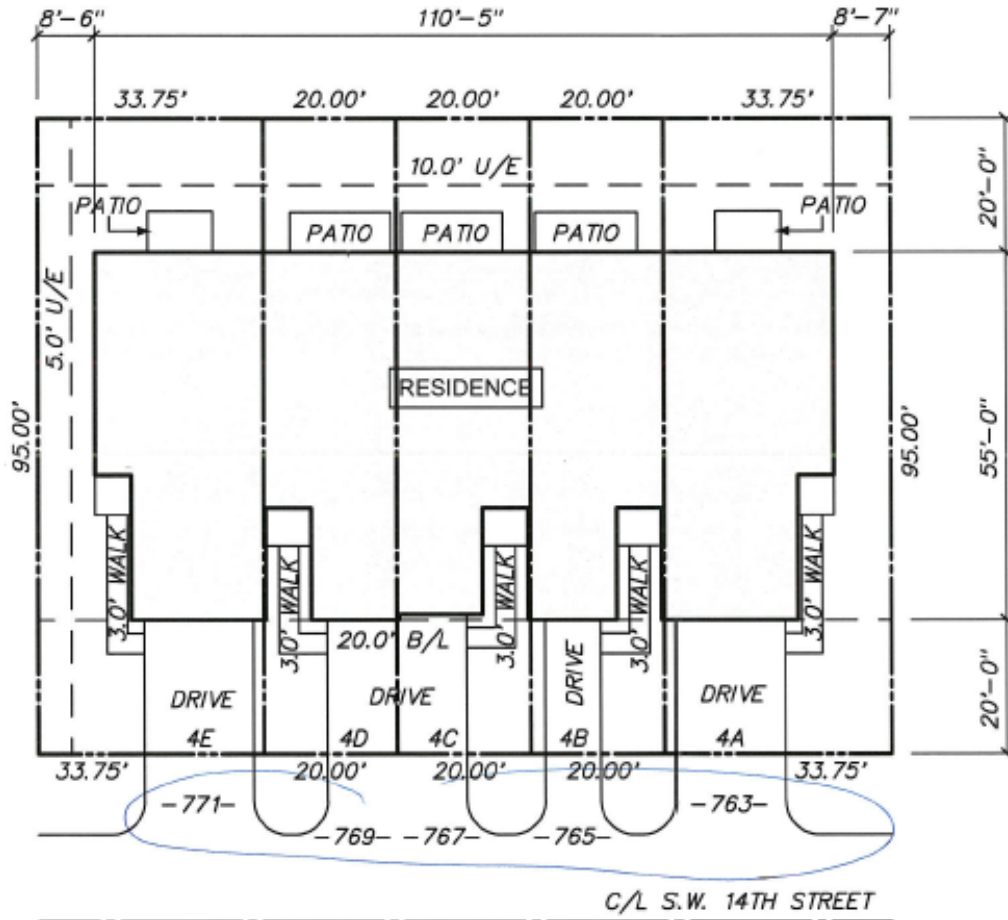


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## Site Layout



2

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## Purchase Price & Terms

<u>Purchase Price:</u>	\$3,550,000
<u>Terms of Sale:</u>	Cash Buyer to Obtain New Financing
<u>Price Per Residential Unit:</u>	\$186,842
<u>Price Per Sq. Ft.</u>	\$122.12
<u>Cap Rate:</u>	6.25



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## Existing Financing

<u>Lender:</u>		NA
<u>Original Amount/Date:</u>		NA
<u>Current Balance/Date:</u>		NA
<u>Interest Rate:</u>		NA
<u>Interest Only Period:</u>		NA
<u>Payment:</u>		NA
<u>Amortization:</u>		NA
<u>Maturity Date:</u>		NA
<u>Buyer's Cost of Assumption:</u>		NA

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## Operating Data Highlights

<b>Income</b>	We used market rents of \$1,395 and \$1,475 per month for an average of \$0.94 per square foot. The Gross Potential Rent was calculated at \$316,899 annually. We used a 97% economic occupancy rate and expenses projected at \$5,005 per unit per year.
<b>Expenses</b>	Real Estate Taxes have been adjusted to the Purchase Price Insurance is based on actual Management fee is based upon 6% Total Expenses are calculated at \$5,005 per unit per year
<b>Net Operating Income</b>	Stabilized NOI is underwritten at \$221,807

**Annual Property Operating Data**

Property:	BTG Townhomes	Price:	\$ 3,550,000	Run Date:	<b>13-Aug-18</b>
Location:	727-771 SW 14th - Moore	Per Unit:	\$ 186,842	<b>Cap Rate On Proforma:</b>	<b>6.25%</b>
Number of Units:	19	Per Foot:	\$ 122.12	<b>Cash-On-Cash Return:</b>	<b>12.44%</b>
Net Rentable S.F.:	29,070	First Mortgage Balance:	\$ 2,840,000		
Avg. Unit Size:	1,530	Equity Requirement:	\$ 710,000	20%	

No. Units	Bdrm / Bth	Sq.Ft.	Total Sq.Ft.	Market	Rent/Sq.Ft.	Gross/Mo.	Gross/Yr.
9	3 Bed / 2.5 Bath / 2 Car	1,560	14,040	1,475.00	0.95	13,275	159,300
10	3 Bed / 2.5 Bath / 1 Car	1,503	15,030	1,395.00	0.93	13,950	167,400
<b>19</b>		<b>1,530</b>	<b>29,070</b>	<b>1432.89</b>	<b>0.94</b>	<b>27,225</b>	<b>326,700</b>

INCOME			Proforma		Proposed Financing		
				Per Unit			
Gross Potential	-	-	326,700	17,195			
Loss to Lease	-	-	-	-			
Gross Possible Rent	-	-	326,700	17,195	Original Bal.	Aug-18 \$ 2,840,000	
Vacancy Losses	-	-	3.0%	9,801	516	Current Bal.	Aug-18 \$ 2,840,000
Bad Debt	-	-	-	-		Maturity	10
Other Rental Losses	-	-	-	-		Amortization	30
Effective Rental Income	-	-	316,899	16,679	Interest Rate	4.70%	
Other Income	-	-	-	-	Constant	6.224%	
Utility Income	-	-	-	-	Debt Service	\$ 176,752	
Gross Operating Income	-	-	316,899	16,679	Debt Coverage Ratio	1.25	
<b>EXPENSES</b>					Interest Only Pmt	\$ 133,480	
R E Taxes	-	-	<i>Adjusted</i>	53,000	2,789		
Insurance	-	-	<i>Actual</i>	11,700	616		
Water/Sewer/ Trash	-	-	-	-	-		
Gas	-	-	-	-	-		
Electric Common	-	-	<i>Actual</i>	1,678	88		
Total Utilities	-	-	-	-	-		
Fire Alarm Monitoring	-	-	<i>Actual</i>	2,100	111		
Maintenance / Repairs	-	-	-	4,750	250		
Homeowners Association	-	-	<i>Actual</i>	2,850	150		
Wages & Payrol Taxes	-	-	-	-	-		
Management Fee	-	-	6.0%	19,014	1,001		
Advertising	-	-	-	-	-		
Administration	-	-	-	-	-		
Total Operating Expenses	-	-	95,092	5,005			
<b>Net Operating Income</b>	-	-	<b>221,807</b>				
Capital Expenses	-	-					
Debt Service	-	-	133,480				
<b>Cash Flow</b>	-	-	<b>88,327</b>				

Real Estate Tax Information:	2017 Assessed Value:	3,097	Rate/\$1000:	127.31	Value:	\$ 25,808
Account: 19 Accounts	Tax Amount:	\$394	Tax Dist:		Per Unit:	\$ 1,358

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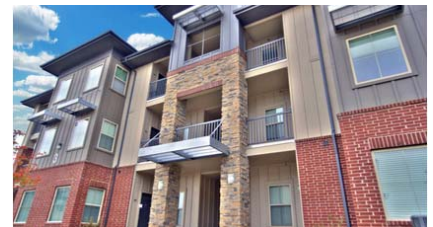
## RENT COMPS

In order to estimate market rents for the BTG Townhomes, three apartment communities were selected as most competitive. Each property has been chosen due to its similarity with regard to quality, location, age, or amenities. While each property may not be directly comparable in all aspects, collectively they represent market rents for the neighborhood. Rental Rates are based on market rates only and do not include any concessions or specials. Only the most comparable floor plans were selected and apartment communities were selected to reflect the greatest rental density for the neighborhood.

### 35 West Apartments

769 SW 19th Street, Moore

314-units / 2015 Construction



### Mission Point Apartments

2900 S. Service Rd, Moore 73160

628-units / 2015 Construction



### Icon at Norman Apartments

6475 36th Ave NW, Norman 73072

257-units / 2014 Construction



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## Rent Comps at a Glance

### 35 West Apartments

769 SW 19th Street, Moore 73160



### Floor Plans & Pricing

Beds	Bath	Sq. Ft.	Rent	Rent Per Sq. Ft.
2	2	1,110	\$1,035	\$0.93
1	2	1,311	\$1,426	\$1.09

#### Floor Plan Amenities

- Washer/Dryer
- Ceiling Fans
- Trash Compactor
- Sprinkler System
- Dishwasher
- Ice Machine
- Pantry
- Microwave
- Refrigerator
- Carpeting
- Walk-In Closets
- Patio
- A/C
- Wired for Cable
- Bathtub/Shower
- Wheelchair Accessible
- Garbage Disposal
- Granite Counters
- Kitchen with Island
- Oven
- Wood Flooring
- Decorative Crown Molding
- Window Coverings
- Outdoor Grill

**BTG Townhomes**  
 727-771 SW 14th Street  
 Moore, Oklahoma



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## Mission Point Apartments

2900 S. Service Rd, Moore 73160



### Floor Plans & Pricing

Beds	Bath	Sq. Ft.	Rent	Rent Per Sq. Ft.
2	2 w/garage	1,176	\$1,119 to \$1,144	\$0.95 to \$0.97
1	1 w/ garage	860	\$919	\$1.07

Garage \$100

#### Floor Plan Amenities

- Washer/Dryer Hookup
- Heating
- Wired for Cable
- Bathtub/Shower
- Sprinkler System
- Dishwasher
- Ice Machine
- Pantry
- Microwave
- Stove
- Freezer
- Ceramic Tile Flooring
- Room with Views
- Linen Closet
- Window Coverings
- Balcony
- Porch
- BBQ Area
- A/C
- Ceiling Fans
- Storage Units
- Fireplace
- Wheelchair Accessible
- Garbage Disposal
- Stainless Steel Appliances
- Kitchen
- Oven
- Refrigerator
- Carpeting
- Vaulted Ceiling
- Walk-In Closets
- Loft-Style Apartment
- Accent Walls
- Patio
- Lawn
- Outdoor Grill



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## Icon at Norman Apartments

6475 36th Ave NW, Norman 73072



### Floor Plans & Pricing

Beds	Bath	Sq. Ft.	Rent	Rent Per Sq. Ft.
2	2 w/ garage	1,176	\$1,129	\$0.96

#### Floor Plan Amenities

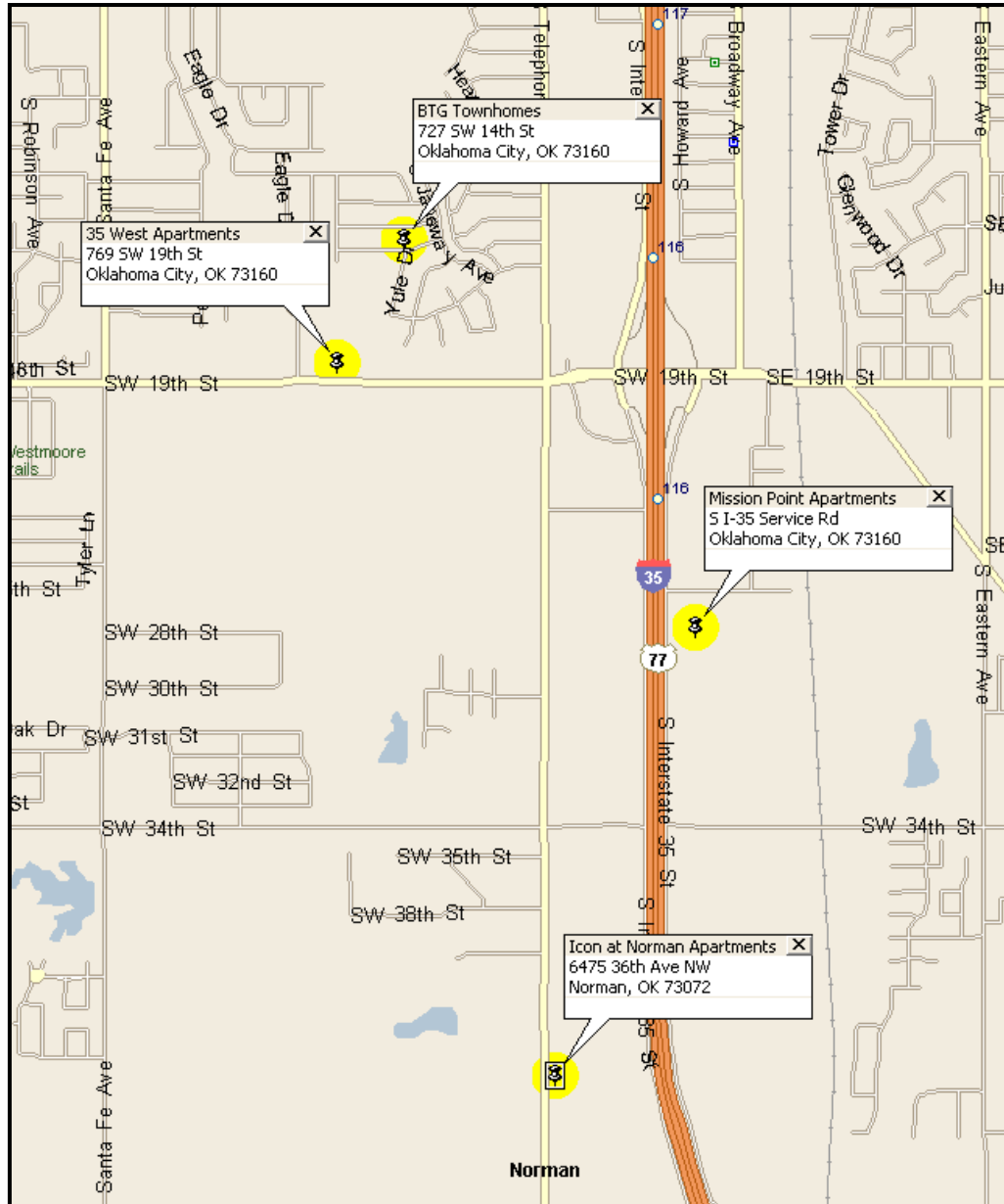
- High Speed Internet
- A/C
- Wired for Cable
- Fireplace
- Dishwasher
- Ice Machine
- Pantry
- Microwave
- Stove
- Freezer
- Ceramic Tile Flooring
- Walk-In Closets
- Window Coverings
- BBQ Area
- Washer/Dryer Hookup
- Ceiling Fans
- Bathtub/Shower
- Wheelchair Accessible
- Garbage Disposal
- Stainless Steel Appliances
- Kitchen
- Oven
- Refrigerator
- Carpeting
- Vaulted Ceiling
- Linen Closet
- Accent Walls
- Outdoor Grill

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## Rent Comp Map



**BTG Townhomes**

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**Sold Comparison**

**Property Address:** 769 SW 19th Street, Moore

**Size and Age:** 314-units / Built in 2015

**Price:** \$42,551,250 **Price Per Unit:** \$135,513 **Price Per SF:** \$185.48

**Closing Date:** 06 / 2016

**Total Square Footage:** 229,417



**35 West**

**Property Address:** 715 Monnett, Norman

**Size and Age:** 16-units, Built in 2012

**Price:** \$2,110,000 **Price Per Unit:** \$131,875 **Price Per SF:** \$100.14

**Closing Date:** 01 / 2016

**Total Square Footage:** 21,070



**Monnett**

**Property Address:** 1312 Commerce, Norman

**Size and Age:** 8-units (4 Duplexes), Built in 2004

**Price:** \$1,245,000 **Price Per Unit:** \$155,625 **Price Per SF:** \$132.25

**Closing Date:** 03 / 2016

**Total Square Footage:** 9,414



**Commerce**

**Property Address:** 9301 N. County Line Rd, Oklahoma City

**Size and Age:** 17-units, Built in 2009

**Price:** \$2,050,000 **Price Per Unit:** \$120,588 **Price Per SF:** \$115.18

**Closing Date:** 08 / 2017

**Total Square Footage:** 17,800



**Sebastian Square**

**BTG Townhomes**  
 727-771 SW 14th Street  
 Moore, Oklahoma

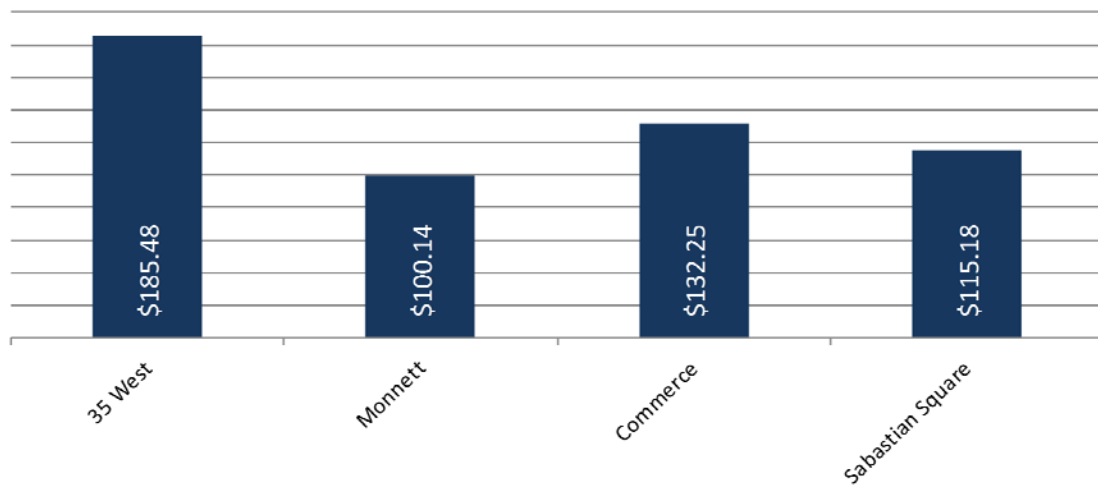


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## Sale Comp Summary

Property	Price/Unit	Overall Price	Price SF	No. Unit	Year Built
35 West	\$135,513	\$42,551,250	<b>\$185.48</b>	314	2015
Monnett	\$131,875	\$2,110,000	<b>\$100.14</b>	16	2012
Commerce	\$155,625	\$1,245,000	<b>\$132.25</b>	8	2004
Sabastian Square	\$120,588	\$2,050,000	<b>\$115.18</b>	17	2009

Price Per SF

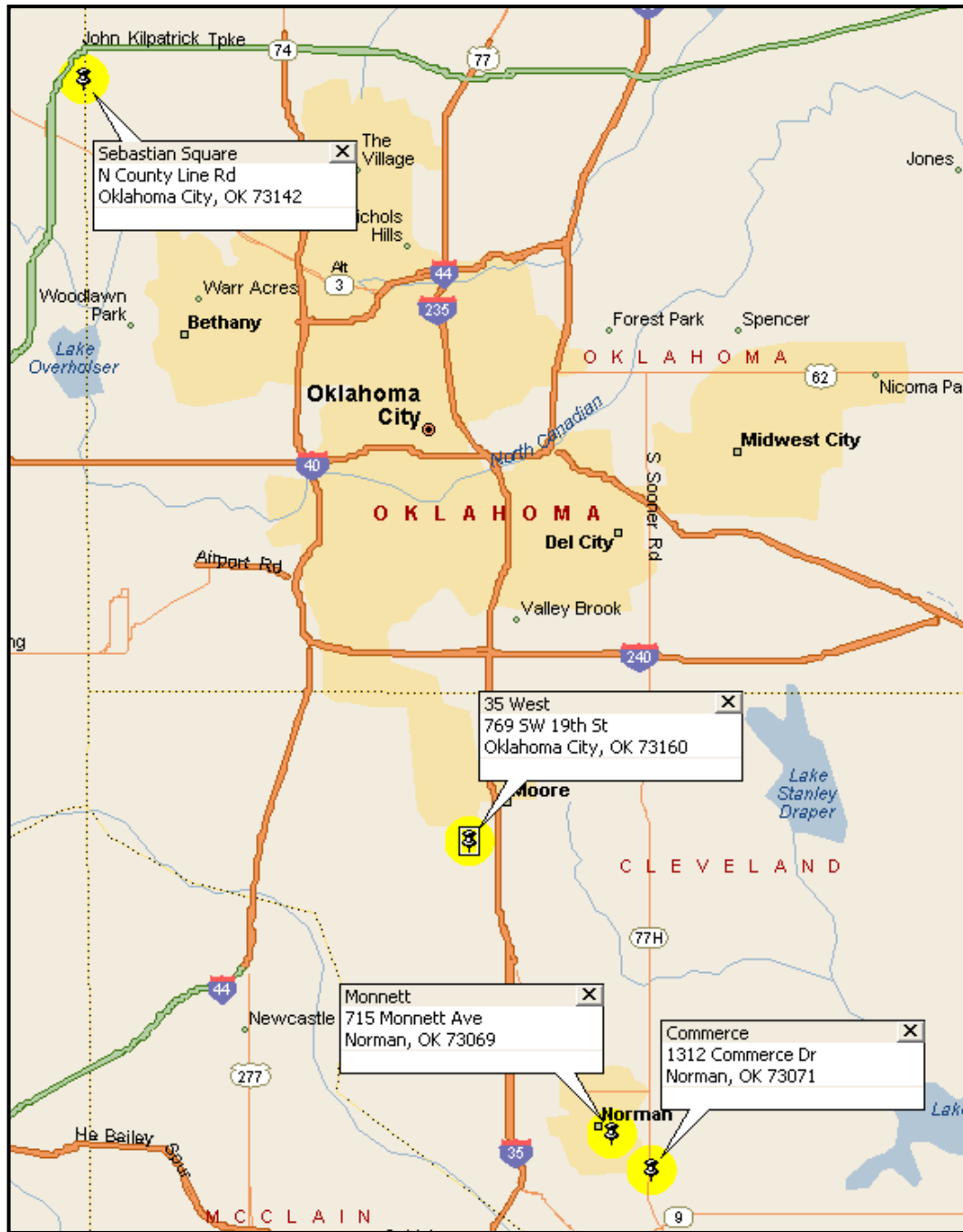


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## Sale Comp Map



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Click below to view Moore at a Glance

<http://www.moorechamber.com>

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Click below to view Oklahoma City at a Glance

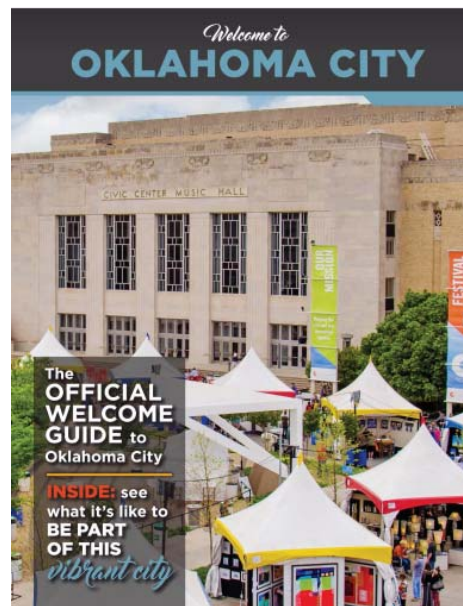
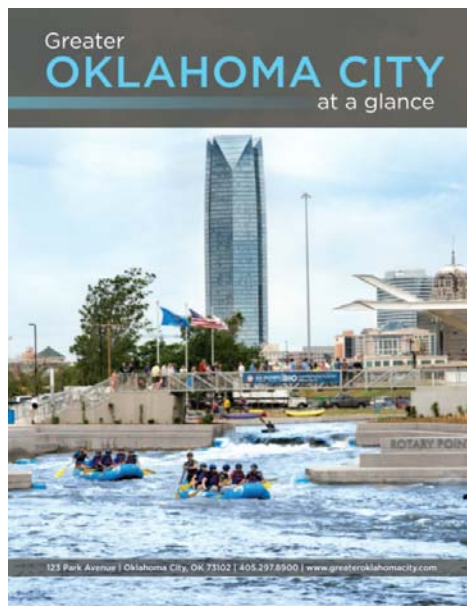
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e=1518993/31729052](http://issuu.com/okcchamber/docs/datasheet_2015-may?e=1518993/31729052)

Click below to view Oklahoma City Chamber

<http://www.okcchamber.com/>

Click below to view Oklahoma City Welcome Guide

[https://issuu.com/okcchamber/docs/2016\\_welcome\\_guide?e=1518993/35183085](https://issuu.com/okcchamber/docs/2016_welcome_guide?e=1518993/35183085)





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**BTG Townhomes**  
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# OKLAHOMA REAL ESTATE COMMISSION

## What You Need to Know About Broker Services

**A real estate broker may work with one or both parties to a real estate transaction.** *The Oklahoma Broker Relationships Law (Title 59, Oklahoma Statutes, §858-351 – 858-363) allows a real estate firm to provide brokerage services to both parties to the transaction. This could occur when a firm has contracted with a seller to sell their property and a prospective buyer contacts that same firm to see the property. If the prospective buyer wants to make an offer on the property, the firm must now provide a written notice to both the buyer and seller that the firm is now providing brokerage services to both parties to the transaction.*

**Oklahoma real estate brokers have mandatory duties and responsibilities to all parties in a real estate transaction.** *These duties and responsibilities shall be described and disclosed in writing prior to signing a contract to sell, purchase, lease, option or exchange real estate. These duties and responsibilities are to:*

- *Treat all parties with honesty and exercise reasonable skill and care.*
- *Receive all written offers and counteroffers, reduce offers or counteroffers to a written form upon request of any party to a transaction and present timely all written offers and counteroffers (unless specifically waived in writing by a party).*
- *Timely account for all money and property received by the broker.*
- *Disclose information pertaining to the property as required by the Residential Property Condition Disclosure Act.*
- *Comply with all requirements of The Oklahoma Real Estate License Code and all applicable statutes and rules.*
- *Keep confidential information received from a party or prospective party confidential unless written consent is granted by the party, the disclosure is required by law, or the information is public or becomes public as the results of actions from a source other than the broker. Confidential information includes:*
  - *That a party is willing to pay more or accept less than what is being offered*
  - *That a party or prospective party is willing to agree to financing terms different from those offered*
  - *The motivating factors of the party or prospective party purchasing, selling, leasing, optioning or exchanging the property*
  - *Any information specifically designated as confidential by the party unless such information is public.*

**A broker has additional duties and responsibilities only to a party for whom the broker is providing brokerage services.** *These duties and responsibilities shall also be described and disclosed in writing prior to signing a contract to sell, purchase, lease, option and exchange real estate. These duties are to:*

- *Inform the party in writing when an offers is made that the party will be expected to pay certain costs, brokerage services costs and approximate amount of the costs.*
- *Keep the party informed regarding the transaction.*

**If a broker intends to provide fewer brokerage services than those required to complete a transaction, the broker shall provide written disclosure to the party for whom the broker is providing services.** *The disclosure shall include a description of those steps in the transaction that the broker will not provide and state that the broker assisting the other party in the transaction is not required to provide assistance with these steps in any manner.*

**Disclosure of these duties and responsibilities is required in writing.** *The duties and responsibilities disclosed by the broker shall be confirmed in writing by each party in a separate provision, incorporated in or attached to the contract to purchase, option or exchange real estate.*

**Services provided to a tenant do not automatically create a broker relationship.** *When a broker provides brokerage services to a landlord under a property management agreement, the services provided to the tenant by the broker shall not be construed as creating a broker relationship between the broker and the tenant unless otherwise agreed to in writing; however, the broker owes to the tenant the duties of honesty and exercising reasonable skill and care.*

*For more information, visit [www.orec.ok.gov](http://www.orec.ok.gov)*