

Business Appraisal Information Request

1. Income statements, balance sheets and tax returns for each business for the last five years (or as many years as are available) that disclose gross annual sales by profit center) with a 12-month budget for future operations.
2. Copies of all Articles of Incorporation, Member Control Agreements, listing of owners and percentage of ownership and company brochures/marketing materials.
3. Current real estate tax statement from the county, as well as any correspondence or agreements pertaining to recent assessed value reductions for each property owned by the business.
4. Contact person(s) for inspection/management interview.
5. Purchase agreement and closing statement pertaining to any sale of the real estate over the last five years, as well as any offers to purchase or listings to sell (oral or written) communicated over the last five years for both properties and the businesses.
6. Site survey and/or plat map identifying the entire site with land size(s) and layout of building(s), if available and identifying any potential expansion area(s) in order to maximize the site.
7. Signed copy of any existing and/or proposed lease(s) encumbering the properties and all amendments.
8. Detailed capital improvement history over the last five years and a budget for future improvements (if applicable). If any capital improvements are included in repair expenses within the income statements, please advise.
9. Any title issues, easements and/or encumbrances affecting the properties.
10. Any environmental studies or wetland delineations pertaining to the property.
11. Summary of facilities (age, size, parking, number of floor levels, etc.) and building plans, if available.
12. Any previous appraisals of the properties and businesses.
13. Most current fixed asset depreciation schedule for all building and site improvements.

14. If any remodeling and/or renovations are to be assumed within the analysis, please provide plans, specifications, construction cost estimates, anticipated completion dates, and any other information which would be considered within our analysis. If such information is not provided, we will only be considering the location(s) in their current condition.
15. Any redevelopment plans for the property (concept plans, construction plans or engineering studies) with building footprint size(s) and parking counts included.
16. Any other information that may be helpful in completing the business valuation.