

Real Estate Appraisal Information Request

1. Property Address.
2. At least three years of income and operating expense statements (including real estate taxes, insurance, repairs and maintenance, utilities, etc.). If a business operates from the property, please include at least three years of gross annual sales history.
3. Signed copies of all leases currently encumbering the property and all amendments, plus rent rolls from the last three years (if applicable).
4. Current real estate tax statement from the county, as well as any correspondence or agreements pertaining to recent assessed value reductions.
5. Operating budget for 200_ income/expenses.
6. Contact person(s) for inspections.
7. Purchase agreement and closing statement pertaining to any sale of the property 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.
8. Description of proposed building to be developed on the site if applicable (size, parking, number of floor levels, etc.).
9. Site survey and/or plat map identifying the entire site with land size(s) and layout of building(s), if available.
10. Proposed development plan showing potential density (if vacant land).
11. Capital improvement history over the last few years, with budget for future improvements (if applicable).
12. Any title issues, easements and/or encumbrances affecting the property.
13. If capital improvements are included in repair expenses within the income statements, we would appreciate knowing.
14. Any environmental studies pertaining to the property.
15. Any environmental studies or wetland delineations pertaining to the property.
16. Summary of facilities (age/size, etc.) and building plans, if available.
17. Any previous appraisals of the property.
18. Any concept plans for conversion of the building(s) into a different use.
19. Any concept plans for development of the property acres (either independent or combined with another larger parcel) for us to consider in our highest and best use analysis.
20. Synopsis of a standard lease that would have been signed as of _____ (face rent, escalations, tenant improvement allowances, typical leasing commissions, lease term, etc.).

21. If any remodeling and/or renovations are to be assumed within the appraisal, please provide plans, specifications, construction cost estimates, anticipated completion dates, and any other information which would be considered within our appraisal. If such information is not provided, we will only be considering the property in its current condition.
22. Any redevelopment plans for the property/properties (concept plans, construction plans or engineering studies) with building footprint size(s) and parking counts included.
23. If ramp-ups or decreases in performance are anticipated for the property, such pro-forma's would be requested. If ramp-ups are dependent on remodeling and/or renovations, please specify.
24. Any other information that may be helpful in completing the appraisal.