

OFFICE BUILDING

1. CURRENT RENT ROLL including:
 - SF of units
 - Lease abstract details such as: Escalations, commencement & expirations, add-ons, description of tenant, Description of any added rent that the tenant is responsible for (In addition three years of historical data would be ideal)
2. COMPLETE INCOME/EXPENSE STATEMENT on the property including:
 - Annual property taxes
 - Insurance
 - Water/Sewer
 - Fuel
 - Electricity
 - Maintenance/Repairs
 - Management
 - CAM (Common Area Maintenance)
 - Leasing commissions, tenant improvements
3. COMPLETE, DETAILED PHYSICAL DESCRIPTION along with SITE PLAN or Property Survey.
 - PHOTOS, if available.
4. IF ACQUISITION, PROVIDE COPY OF FULLY EXECUTED CONTRACT OF SALE.
5. BUSINESS PLAN REGARDING PROJECT (Include in Business Plan, the Business/Industry, a clear explanation of the role you/your company will play in the industry and SIC Number.)
6. IF REFINANCE, PRICE ORIGINALLY PAID FOR PROPERTY, date of purchase and summary of current financing.
 - SUMMARY OF CURRENT FINANCING (refinance only) including:
 - Current lender
 - Current principal balance
 - Current interest rate
 - Current monthly payment
 - Due date
 - Prepayment penalty information
7. CURRENT BUSINESS FINANCIAL STATEMENT (where applicable)
8. LAST TWO (2) YEARS' PERSONAL TAX RETURNS (where applicable)
9. LAST TWO (2) YEARS' BUSINESS TAX RETURNS (where applicable)
10. PROFESSIONAL PROPERTY MANAGER'S RESUME and FINANCIAL STATEMENT