

APPRAISAL INFORMATION REQUESTED

Date:

Property:

Location:

#	Item Requested	Available?		Date item will be made available to appraiser
		YES	NO	
1	Current rent roll. If a detailed rent roll is not available including option terms, please provide lease summaries. Identify any changes in tenant status not reflected on the rent roll.			
2	Historical operating statements and occupancy (2004, 2005 and 2006) and 2007 operating budget, with explanation of any unusually high or low one-time expenses.			
3	Copies of most recent property tax bills.			
4	Recent historical capital improvements and budgeted capital improvements, especially with regard to roof, parking lot, HVAC, and painting needs.			
5	Floor plans and site plan, with current quoted rents.			
6	Physical Building Information: Year built, number of parking spaces, rentable (or gross leasable) building area. Please notify us of any pending changes in rentable (or gross leasable) building area.			
7	Preliminary title report or title policy, and/or legal description.			
8	Name, address, and phone number of person(s) to contact regarding inspection and obtaining further information regarding the property.			
9	Copy of previous appraisal (particularly improvement description), market studies, feasibility analysis, engineering studies, or other relevant reports.			
10	Sales or listing information if sold within the past 3 years and/or if listing or sale is pending.			
11	Environmental issues, if any.			
12	Information regarding ADA compliance and estimated cost to comply, if applicable.			
13	Copies of any relevant governmental or regulatory correspondence (zoning code information, flood plain information, etc.).			
14	Any other relevant information you feel is necessary to understand the subject.			

