



Request for Documents

In order to complete our market analysis of your property, we need as much of the following information that you can provide us.

- Copy of most recent property tax bill.
- The last three full year's income statements detailing income and expenses (if an income producing property).
- Current rent roll, including what expenses are the responsibility of the tenant, square footage of each tenant's space (including vacant space), the date the leases commenced and expire.
- A plot plan.
- A building plan showing the square footage of the building.
- The most recent appraisal.
- Any current listing whether for sale or lease.
- Purchase and sales agreement (if under agreement).
- List of recent or planned capital improvements and expected expenses.
- Any documentation related to contamination.
- Brief summary of issues with the property that may impact market value.