

REQUIRED DOCUMENTS

Evaluating your commercial property will always include an in-depth financial analysis of its income potential to an investor, user, or lender. To help prepare a more accurate estimate of your property's value and likely net sale proceeds, we will need from you the following:

- RENT ROLL** – Unit breakdown, lease terms, monthly rental, CAM's, etc.
- ANNUAL PROFIT & LOSS STATEMENT** – from your accountant or tax advisor
- LATEST STATEMENT** from mortgage company showing balance and contact information
- SURVEY** if you have one
- FLOORPLAN** you might have
- APPRAISAL** that would provide measurements, such as a floor plan
- HOA COVENANTS** and / or **BY-LAWS**
- RECEIPTS** for work done on your building of a substantial nature within the last year
- WARRANTIES** for roof, HVAC, or any other equipment that is considered a fixture
- PERSONAL PROPERTY** – (office furniture, equipment, appliances you expect to leave)
- FIXTURES** you want to take with you
- UTILITIES** – an estimate of average monthly utilities (power, water, trash, gas, etc.)

