



## **Seller Property and Document Prep**

### **Need Now Prior to Marketing for Sale**

- Income statements and/or tax returns for the property for trailing three years, and Trailing 12 months. Also, month to month for the last (2) full calendar years and YTD.
- Current rent roll showing unit number, rent, deposits, start/end date, tenant name, other recurring charges, pre-paid rent
- Report for rent concessions that will continue past closing
- Utility bills paid (water, sewer, trash, gas, electric), telephone (including cell phones for any company paid plans), and cable television, for the prior three (3) months.
- List of capital expenditures done over the last 5 years by year
- Copies of all Surveys, ALTA or otherwise; plats, site plans, building plans, and as-built plans.
- Copies of marketing materials to include floorplans, brochures, property logo, website info, pics
- Pressure washing, annual flower planting, roof cleaning, necessary repairs, frequent blowing of the grounds, property signage is vibrant, new mulch, clean water retention areas, office/clubhouse spotless, model spotless

### **Need Prior to Contract Execution with a New Buyer (Sooner the Better)**

- Any vendor or service contracts (lawn, pest control, laundry, termite bond, equipment leases, pool, etc.), including all contact info and any verbal arrangements and agreements for service.
- All open permits closed
- Most recent property tax bill
- Past Environmental reports, engineering reports, or physical inspection reports
- Current delinquency report and detailed A/R aging report showing delinquencies
- Copy of all current resident leases in electronic form, including Rules & Regs (if applicable), addendums, and resident application packages. Include any employees that live on property and any related concessions.
- A detailed schedule setting forth the names of all present employees, their compensation and benefits such as salary, housing, health insurance, utilities, vacation, retirement, etc.
- The existing title insurance owner's policy and lender policy, if any, together with copies of all existing exceptions, and any unrecorded agreements affecting the Property.
- A list of all threatened, pending or ongoing insurance claims, lawsuits, or outstanding judgments
- Insurance loss runs for previous 5 years or time of ownership if less than 5 years
- Personal inventory list for office, pool, model unit(s), fitness center, all common areas and shop.