



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 twelve (12) 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 related to the Property.
- Copies of all marketing materials to include floorplans, brochures, property logo, website info, pictures
- 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 contracts (lawn, pest control, laundry, etc.), including all contact info.
- 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 less than 30 days in arrears, 31-60 days in arrears, 61-90 days in arrears, and 90+ days in arrears.
- Copy of all current resident leases in electronic form.
- All lease form(s) currently in use, existing community Rules & Regulations, and resident application package.
- 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.
- Service Contracts, including equipment leases, service contracts, and agreements with employees and a list of any verbal arrangements and agreements for service.
- List of Employees that live on the property, a scanned copy of their lease agreements and any concessions they receive.
- 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 or lawsuits and all 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*
- Copy of termite bond

