



Re:

REQUEST FOR DATA

Although not all of the following information is required, if it is available, we request that you provide it to ensure the efficient and timely completion of this assignment.

ANY INFORMATION IDENTIFIED AS “REQUIRED” MUST BE RECEIVED PRIOR TO COMPLETION OF ANALYSIS	Information requested to complete assignment	Received by Auble, Jolicoeur & Gentry
Legal description		
Recent title report		
Site survey/plot plan		
Building & improvements plan/specifications		
Construction cost estimate or bid for new construction Historical cost if improvements are relatively new		
Current rent roll and current expenses*		
Copies of signed leases, or access for review		
Copies of letters of intent		
Income history for three years		
Gross retail sales and/or percentage rent receipts		
Operating expense history for three years		
Budget or pro forma statement for current year		
Any agreement as to sale, options, offers to purchase, listing, or joint ventures pertaining to the subject property within the past five years **		
Any and all potential comparable sales, leases, and costs available		
Details of sale/purchase, if the property was purchased within the last five years. ** Include financing terms and any personal property & equipment		
Any appraisal reports on the subject property performed within the past 5 years		
Any environmental audit		
Other -		

* Required by Appraisal Standards Board of the Appraisal Foundation & FIRREA

** Three year history required by Appraisal Standards board of the Appraisal Foundation & FIRREA.

Date sent to Client: _____

Acknowledgement by Client

Project assigned to: _____

Date

Anticipated start date: _____

Please acknowledge and return a copy to Auble, Jolicoeur & Gentry by mail or fax. Thank you.