

REQUEST FOR PROPERTY INFORMATION

_____ is very interested in purchasing the following property listed. In order for us to prepare a proposal to purchase, we request that the following information be provided to us as promptly as possible.

We require the response to the following questions be prepared by the seller, agent, or property manager of the property. Please respond in writing, and prepare legibly on separate cover.

Property Listing:

Address: City: State: Listing No.:

Property Description:

Property Information and Performance of Income

- 1) Actual property address
- 2) Total building square footage
- 3) Number of approved rentable units
- 4) Square foot for each unit
- 5) Number of bedrooms and bathrooms for each unit
- 6) Are units metered separately for water, electric, and gas?
- 7) Annual insurance cost
- 8) Annual cost for property taxes
- 9) Is there an association? If so, please provide details, costs, income, etc.
- 10) Is dedicated parking available?
- 11) Monthly expenses for common area. (Electric, lawn care, maintenance, etc.)
- 12) Total number of units currently rented, identify each accordingly
- 13) Provide list of "actual" rent rates being collected for each unit, identify each unit accordingly.
 - Do not provide rent income for vacant units.
- 14) Provide the lease term for each unit currently rented.
- 15) Provide a "seller disclosure statement" of the property, condition, and history.
- 16) Reason for listing property.
- 17) How long has the property been under current ownership?
- 18) How long has the property been on the market?

Closing, Financial, Proposal Information

- A. What is an acceptable length of time for closing?
 - Please note that _____ may provide a tentative offer but will not prepare a formal offer to purchase contact until we have received answers to questions 1 through 18 as noted above.
- B. If a timely closing is required, please provide the timeframe and reason.
- C. Is there any reason, condition, or item that exists which may delay or hinder closing of this property.
- D. Is seller financing available. If so, for what percentage of the purchase price and on what terms?
- E. Whom do we address the proposal. Please provide name, address, phone, fax, email.

We trust that this request for information will be expedited as promptly as possible. Upon receipt, _____ may provide a formal offer to purchase, inclusive of our terms and conditions specific to this request.

Remit to: _____

Respectfully Submitted,
