

# Multi-Tenant Property Evaluation Check List

---

	<ul style="list-style-type: none"><li>• <b>Detailed Rent Roll (Including expiration dates, rental increases, expense reimbursements, square footage)</b> <i>This allows us to project the rollover risk as well as give you full credit for future rental income</i></li></ul>
	<ul style="list-style-type: none"><li>• <b>Operating Expenses and/or budget</b> <i>Allows us to ensure that the expenses that you have are similar to what investors purchasing property are expecting to pay</i></li></ul>
	<ul style="list-style-type: none"><li>• <b>List of capital improvements that have been made in the past five years and/or anticipated improvements</b> <i>This will allow us to make a case for a higher value as those expenses will not need to be budgeted again for several years</i></li></ul>
	<ul style="list-style-type: none"><li>• <b>Copy of the note (If there is debt on the property)</b> <i>Allows us to check for prepayment penalties as well as clauses allowing or requiring the financing to be assumed.</i></li></ul>

All documents will be returned to the clients at the conclusion of the analysis and will be reviewed only by essential team members. During the review of these documents it may come to our attention that additional information may be required. Please be aware that the more information you provide the more accurate our value assessment will be.

For questions or concerns please do not hesitate to contact us:

Marcus & Millichap – San Antonio  
Attn: Chad Knibbe, CCIM & Bethany Babcock  
7330 San Pedro Ave. Ste. 605  
San Antonio, TX 78216  
(210) 343-7800  
[cknibbe@marcusmillichap.com](mailto:cknibbe@marcusmillichap.com)  
[bbabcock@marcusmillichap.com](mailto:bbabcock@marcusmillichap.com)

# Single-Tenant Property Evaluation Check List

---

	<ul style="list-style-type: none"> <li> <b>Copy of the Lease &amp; Amendments</b>  <i>This is necessary as the lease may contain assignment clauses, early termination options or percentage rent which can affect the value.</i> </li> </ul>
	<ul style="list-style-type: none"> <li> <b>Operating Expenses</b>  <i>If the property is not fully NNN it is necessary to review the expenses to determine the amount of financial and time investment the property requires</i> </li> </ul>
	<ul style="list-style-type: none"> <li> <b>List of capital improvements that have been made in the past five years and/or anticipated improvements</b>  <i>This will allow us to make a case for a higher value as those expenses will not need to be budgeted again for several years</i> </li> </ul>
	<ul style="list-style-type: none"> <li> <b>Copy of the note</b> (If there is debt on the property)  <i>Allows us to check for prepayment penalties as well as clauses allowing or requiring the financing to be assumed.</i> </li> </ul>
	<ul style="list-style-type: none"> <li> <b>Sales Reports</b>  <i>If the tenant report sales it is vital to know how that location is performing in order to reasonably estimate the tenant's longevity at the location as well as the appropriateness of the current and future rent charges.</i> </li> </ul>

All documents will be returned to the clients at the conclusion of the analysis and will be reviewed only by essential team members. During the review of these documents it may come to our attention that additional information may be required. Please be aware that the more information you provide the more accurate our value assessment will be.

For questions or concerns please do not hesitate to contact us:

Marcus & Millichap – San Antonio  
 Attn: Chad Knibbe, CCIM & Bethany Babcock  
 7330 San Pedro Ave. Ste. 605  
 San Antonio, TX 78216  
 (210) 343-7800  
[cknibbe@marcusmillichap.com](mailto:cknibbe@marcusmillichap.com)  
[bbabcock@marcusmillichap.com](mailto:bbabcock@marcusmillichap.com)