

Property Evaluation Check List

	<ul style="list-style-type: none">• Detailed rent roll (Including expiration dates, rental increases, expense reimbursements, expense stop details, square footage, renewal options, termination or purchase clauses) and Lease Abstracts <i>This allows us to project the rollover risk as well as give you full credit for future rental income</i>
	<ul style="list-style-type: none">• Full year and YTD operating expenses and budgets, (including aged receivables, current concessions or abatements, CAM reconciliations by tenant, etc.) <i>Allows us to ensure that the expenses that you have are similar to what investors purchasing property are expecting to pay</i>
	<ul style="list-style-type: none">• List of recent capital improvements that have been made in the past five years and/or anticipated improvements (as well as condition of vacant suites) <i>These items can effect pricing and need to be taken into consideration. (Example: Roof repair, HVAC replacement, Parking Lot Maintenance, Repainting, vacant suites in shell condition vs. white box/2nd generation, etc.)</i>
	<ul style="list-style-type: none">• Age and Condition of the Mechanical Systems <i>Older HVAC, Plumbing and Elevator systems need to be taken into consideration</i>
	<ul style="list-style-type: none">• Copy of the note (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>
	<ul style="list-style-type: none">• Site Plan/Demising Plan/Survey/Floor Plates/Stacking Plans <i>Allows us to determine the function and flow of the space for current and future tenants and estimate future tenant improvement costs</i>

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:

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Marcus & Millichap

Real Estate Investment Services

Single-Tenant Property Evaluation Check List

	<ul style="list-style-type: none"> Copy of the Lease & Amendments <i>This is necessary as the lease may contain assignment clauses, early termination options or percentage rent which can affect the value.</i>
	<ul style="list-style-type: none"> Operating Expenses <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>
	<ul style="list-style-type: none"> List of capital improvements that have been made in the past five years and/or anticipated improvements <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>
	<ul style="list-style-type: none"> Copy of the note (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>
	<ul style="list-style-type: none"> Sales Reports <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>

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