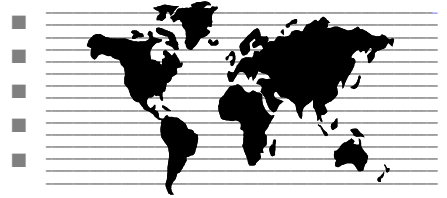


VALUATION
ADVISORY
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www.MCRE.US

McROBERTS

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Date: _____

PROPERTY APPRAISAL INFORMATION CHECKLIST

- Subject Property Information -

When requesting /ordering appraisal services, please provide the following information, if applicable and available, regarding data for the subject property.

- Local property address.
- Legal Description. Copy of tax receipt(s), contract, deed, or by other means.
- Copy of subject property real estate tax receipt for city/county Parcel ID numbers.
- Current or previous title opinions. Showing easements, or other issues not readily apparent.
- Location of abstract. If needed.
- Name of title holder if other than public record.
- Contact name and telephone number for inspection of property. Any special access instructions, keys, etc.
- Client name, and addressee for appraisal report, correspondence, and invoice for services.
- Effective valuation date. If other than current inspection date.
- Property history. Subject property sales, leases, offers, listings for sale, options or other conveyances within the previous 5 years.
- Property description – existing use, proposed use, maps, etc. Buyer/Tenant Project Information package, etc.
- Project brochures, floor plans, aerial photographs, tenant profile, area demographics, etc.
- Current rent roll and/or schedule of unit rental rates. Summary detail of any subject lease data.
- Historical 3 to 5 year subject occupancy reports.
- Property income and expense statements for the last 3 to 5 years. (Detail and Itemized. Projections if applicable.)
- Complete copies of all leases.
- Copy of existing typical lease form on apartments.
- Market Data. Any comparable market sales or rents to be considered if known.
- Previous/current appraisals and feasibility studies of subject if applicable. (Full copies)
- Competing area rental survey if available, for subject. (Area hotel rates, office rents, apts., retail, etc.)
- Description and cost of any recently completed, or proposed, capital improvements.
(Please identify if cost is included in historical, or projected, operating expense statements.)
- Deferred maintenance items (current repairs needed) including estimates, bids, or known costs to cure.
- Environmental audits, and/or disclosure of any known/unknown potentially hazardous or environmental conditions.
- Geotechnical reports. Soil surveys. Earthquake-fault line issues. Utilities – maps / information.
- Building plans / blueprints for all buildings and other improvements, and construction specifications.
- Site plans, plats, surveys, easements, entitlements, compliance certificates, etc.
- Zoning classification. (Existing data and Proposed changes if applicable). City comprehensive plan.
- Agricultural statistics. ASCS data, CSR, Yields, Cash Rents, Crop Share Data, Farm Leases, etc.
- Description of any personal property or F. F. & E. items included. (Business Fixtures, Furnishings, and Equipment. Hotel furnishings, restaurant, apartment appliances, laundry equipment, maintenance equipment, special fixtures, vehicles, other personal property, etc.)