Valuation Documents

Before we begin work on our internal valuation, we like to review specific property records - this is to ensure our analysis and value is accurate.

We've added a list of docs below we typically get from our clients:

Standard items:

- [ ] Floor plan and site plan
- [ ] As-builts, if available
- [ ] Environmental reports (Phase I, II, etc)
- [ ] Utility bills
- [ ] Current insurance premium amount
- [ ] ALTA or standard survey
- [ ] Title report, if any
- [ ] Prior appraisal, if any
- [ ] Recent PCRs/inspection reports
- [ ] Roof warranty
- [ ] HVAC service records
- [ ] Fire sprinkler/alarm inspection reports
- [ ] Permits/certificate of occupancy
- [ ] CC&Rs, association records, dues amounts
- [ ] Recent or upcoming CapEx schedule
- [ ] Personal property list - items that would stay after closing

Income property specific:

- [ ] Rent roll
- [ ] Leases and all amendments
- [ ] T12 / trailing operating statement
- [ ] Service contracts
- [ ] CAM reconciliations, if multi-tenant
- [ ] Last 1-3 years of Schedule E (redact social)

PS - we know this is a long list. If you don't have any specific items, or unsure if they apply to your property, no problem. Just let us know.

MERIT COMMERCIAL REAL ESTATE