

In order to complete the report on the property, the following information is needed.

1. Copies of all utility letters from local utility companies showing that service is currently available to the subject property
 - a) Sewer
 - b) Water
 - c) Telephone
 - d) Electric
 - e) Gas
 - f) Cable T.V.
2. Copies of all current service contracts showing
 - a) Term of contract
 - b) Monthly cost for services
 - c) Work to be performed
 - d) Termination penalty
 - i. Pest Control
 - ii. Trash Removal
 - iii. Landscaping
 - iv. Elevator
 - v. Janitorial Service
 - vi. Maid Service
 - vii. Tax Consulting
 - viii. Window Washing
 - ix. Parking Lot Sweeping
 - x. Snow Removal
 - xi. Music
 - xii. Security
2. Legal Description of Property
3. Blueprints and specifications of property
4. As-built surveys showing any improvements to the property
5. Copies of all leases and rental applications
 - a) Rent roll
 - b) Security deposits
6. Copies of all mortgage documents
7. Copies of all insurance policies
8. Copies of the last two years' operating statements
9. Copies of last two years' tax bills
10. Copies of all permitted encumbrances on the property; Liens or liabilities on the property that should be known to the purchaser prior to closing
11. List of all employees with current salary history
12. Letter from current lender(s) showing the current balances and terms of the mortgages

13. Inventory: complete list of all inventory to be transferred with the property.
 - a. Office
 - b. Maintenance
 - c. Pool
 - d. Appliances (including all serial numbers)
 - e. Mechanical (including all serial numbers)
14. Copies of all Warranties
 - a. Appliances
 - b. Maintenance equipment
 - c. Mechanical
 - d. Plumbing
 - e. Electrical
 - f. Roof
 - g. Paving
 - h. Pool
 - i. Tennis Court
 - j. General Contractor

Thank You, in advance for your time and timely response.

