

APARTMENT INFORMATION CHECKLIST

When marketing and selling or buying a rental apartment building, you will need a lot of information to analyze the building, estimate the market value, prepare Sales Particulars or Information Packages, and to develop the Contract of Purchase and Sale. The following Checklist will help ensure that you will get the information you need.

Vendor's name: _____
Address: _____
Citizenship [] Nonresident []
Vendor's Lawyer: _____
Vendors Accountant: _____
Asking price: \$ _____
Allocation. Land: \$ _____ Building: \$ _____ Furniture and Equipment \$ _____
Vendor Financing: _____
Property Address: _____

Legal Description: _____
Existing Financing:
Lender (1st): _____ 2nd: _____
Mortgage Amount: \$ _____ \$ _____
Monthly Payment: \$ _____ \$ _____
Interest Rate: _____
Term Expiry Date: _____
Encumbrances: _____
(As per the title search) _____

Tax Assessments: Date: _____ 19
Land \$ _____
Bldg. \$ _____
ID. No. _____
Property Manager: Firm: _____
Contact: _____
Fee: _____
Lot Size and Description:
Dimensions: _____
Area: _____
General Description: _____

Is there an opportunity to add more units, i.e. excess land? [] Yes [] No
Freehold land: _____ or Leasehold land: _____
If leasehold land, what term: _____
Photograph of the building: [] Yes [] No

Location map: Yes No

Plans available:

Architectural: _____

Working Drawings: _____

Mechanical: _____

Electrical: _____

Structural: _____

Specifications: _____

Are there operating instructions for equipment and appliances? Yes No

Are there warranties still available: Yes No

Income and Expense Statements.

Have you obtained the following?

Year to date Income and Expense Statement Yes No

Previous year Yes No

Has the owner warranted the accuracy of the financial statements: Yes No

Note: In order to verify the financial information you may wish to have the owner sign a statement that the Income and Expense statements are accurate and truly represent the financial performance of the building.

Location.

Linkages:

Nearest Shops: _____

Type of Shops: _____

Nearest Regional Shopping Centre: _____

Distance and time to Downtown: _____

Nearest Public Transit: _____

Nearest Freeway: _____

Major Roads: _____

Local Amenities: Theatres: _____ Parks: _____

Schools: _____

Other: _____

Neighbourhood:

Views: _____

Types of buildings in the area: _____

Conditions and general appearance: _____

Characteristics of the people who live in the area (age, sex, single, married, couples, retirees, professionals, blue collar, transients, etc.)

Trends and changes in the area (i.e. new condominiums are being built in the area and a new community shopping centre within minutes has just been completed)

Improvements and Equipment:

Age of the Building: _____
Construction: Wood Frame Concrete Other _____
Exterior Finish: _____
General condition of the Exterior: _____
Number of Floors: _____
Parking: Surface: _____ No. of Stalls: _____
Underground: _____ No. of Stalls: _____
Underground Security Door Yes No
Access to Parking via: _____

Landscaping: General Description: _____

Appearance: Excellent Good Basic Poor

General Curb-Side Appeal: Excellent Good Basic Poor

Suites:

Rentable Area: _____
Number of Bachelor Suites: _____ Size: _____
One Bedroom: _____
Two Bedrooms: _____
Three Bedrooms: _____
Other: _____
Total Number of Suites: _____

Appliances: Refrigerator: Size: _____ Mfgr.: _____ Age: _____
Range: Electric Gas: Size: _____ Mfgr.: _____ Age: _____
In-suite washer/dryer Yes No

Floor Coverings:

Kitchen: _____ Quality: _____
Living Room: _____
Dining Room: _____
Bedrooms: _____
Bathroom: _____

Kitchen Cabinets: Description: _____

Light Fixtures: _____

Common Areas:

Lobby/Entrance:

Floor Coverings: _____

Wall Treatments: _____

Furnishings: _____

Intercom System: Yes No

General Appeal of Lobby: Excellent Good Average Poor

Size of Lobby: _____

Corridors: Floor Coverings: _____

Wall Treatments: _____

Light Fixtures: _____

General Appeal of Corridors: Excellent Good Average Poor

Stairwells: Floor Coverings: _____

Wall Treatments: _____

General Appearance of Corridors: Excellent Good Average Poor

Laundry Facilities:

Laundry Rooms: _____

Laundry Equipment:	<u>Number</u>	<u>Manufacturer</u>	<u>Age</u>
Washers:	_____	_____	_____
Dryers:	_____	_____	_____

Equipment is: Owned Leased Supplied by outside firm

What are the financial arrangements relating to the lease of the laundry machines?

Who collects the Revenue: _____

Storage Lockers: Number: _____ Size: _____ Rental Rate: _____

Other Amenities:

Bike Storage: _____

Swimming Pool: _____

Party Room: _____

Games Room: _____

Fitness Facilities: _____

Other: _____

Equipment.

Elevator: Number of: _____ Size: _____
Type: _____
Capacity: _____ Lbs. _____ people
Manufacturer: _____
Speed: _____
Number of Stops: _____

Heating System: Electric Gas Oil

Type of Heating Systems:

a. Centralized Forced Air Centralized Hot Water
Is the domestic hot water a separate system Yes No

or

b. Electrically Heated Suites: Yes No
Individually Metered: Yes No

Domestic Hot Water:

Supplied By Landlord: Yes No
Hot Water Tank in Suite: Yes No
Individually Metered: Yes No

Air Conditioning: _____

Description of the Heating Systems (i.e. size, capacity, manufacturer, age, etc.)

Electrical Service: Amperage: _____
Voltage: _____/_____
Single Phase _____ Three Phase _____
Is each suite individually metered? Yes No

Roof: Type of Roof: _____
Date of last major re-roof: _____ 19 _____
Anticipated life remaining: _____
Warranty: _____

Energy Conservation:

Energy Conservation Controller Installed on Boiler: Yes No
Domestic Hot Water System is separate from the

Space Heating System: Yes No

Common Area Lights On At all Times Yes No

Intercom system: Yes No
Rented: Yes No
Cost Per Month: \$_____

Maintenance Contract? Yes No
Cost: \$_____

Cablevision: Yes No Paid for By Tenant Landlord
Hallway Pressurization System: Yes No Timer: Yes No

Fire Standards and Safety:
Fire Standards and Safety:

Exit Signs: Yes No
Metal Fire Doors: Yes No
Emergency Lighting: Yes No

Smoke detectors in suites: Yes No
In common areas: Yes No
Suite entrance automatic door closers: Yes No
Solid core suite entrance doors: Yes No

Does the building comply with the current fire regulations and safety standards?

Are there any outstanding Federal, or City orders relating to current fire regulations, safety and health standards or business license?

Has the above been verified with the appropriate authorities? _____

Is the owner willing to warrant that there are no outstanding orders? Yes No

Illegal Suites: Are there illegal suites in the Building Yes No
Details:

Is the owner prepared to warrant that there are no illegal suites? Yes No

Upgrade Report

If any major repairs or upgrading has been carried out recently this should be noted below:

<u>Upgrade Major Repair</u>	<u>Date of Completion</u>	<u>Estimated Cost</u>	<u>Expected Life(Years)</u>
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
	Total Cost	\$ _____	

Improvement Report

Are there any improvements you can suggest to the owner that will improve the saleability and the price of the apartment building?

Existing Maintenance and/or Service Contracts

Garbage Collection:

Firm: _____

Cost: _____

Notes: _____

Sprinkler System:

Firm: _____

Cost: _____

Notes: _____

Fire Alarm System:

Firm: _____

Cost: _____

Notes: _____

Emerg.Light System: Firm: _____
Cost: _____
Notes: _____

Swimming Pool: Firm: _____
Cost: _____
Notes: _____

Landscaping: Firm: _____
Cost: _____
Notes: _____

Mechanical Equipment: _____
Boilers: _____
Sump pumps etc. _____

Does the building use a preventative maintenance program? If so, describe the program:

Any other regular maintenance or outside service contracts?

List any Equipment and Supplies that come with the Building:

Vacuum cleaner: _____
Lawn Mower: _____
Lawn Hoses: _____
Cleaning Equipment: _____

Tools: _____
Supplies: _____

Miscellaneous: _____

List any Equipment or Supplies that will not come with the Building:

Resident Caretaker:

Name: _____

Suite Number: _____

Telephone Number: _____

Free Rent: Yes No

Salary and Benefits: _____

Holidays due: _____

Records: Do the following records exist and have you obtained these records and reviewed them?

Record	Exist	Obtained	Reviewed
Tenancy Agreement	_____	_____	_____
Leases or Fixed Term Tenancy Agreements	_____	_____	_____
Rent Roll	_____	_____	_____
Rent Increase Anniversary Dates	_____	_____	_____
Rent Increase Notices	_____	_____	_____
Suite Condition check in/check out Reports	_____	_____	_____
Financial Statements: Year to Date	_____	_____	_____
Previous Year	_____	_____	_____
Income Tax Filing	_____	_____	_____
Security Deposit Report	_____	_____	_____

Other documents you may wish to obtain or review:

- Maintenance Contracts
- Accounts Receivable and Payable
- Appliance and Equipment Operating Instructions etc.
- List of Chattels, Equipment, Tools,
- Warranties

Management Policies:

Pets: _____

Security Deposits: _____

Children: _____

Note: Be careful to only ask questions that do not violate tenants rights under the various State & Federal laws.

Are there conforming suites in the building Yes No

Details: _____

Revenue Analysis:

Rent Analysis:	<u>Current Market</u>		<u>General</u>	
	<u>Rental Range</u>	<u>Rent</u>	<u>Vacancy Rate</u>	<u>Comments</u>
Bachelor Suites	_____	_____	_____	
1 Bedroom Suites	_____	_____	_____	
2 Bedroom Suites	_____	_____	_____	
3 Bedroom Suites	_____	_____	_____	
Other: _____	_____	_____	_____	

Turnover Rate

	<u>Per Year</u>
Turnover:	
Bachelor Suites	_____
1 Bedroom Suites	_____
2 Bedroom Suites	_____
3 Bedroom Suites	_____
Other: _____	_____

Leases: Do any of the suites have leases or fixed term tenancies:

Parking Rates: _____

No. of Stalls: _____

Vacancy Rate: _____

Laundry Revenue: _____

Other Revenue: _____

Revenue Summary:

In addition to the rent, do tenants pay for any of the following:

	<u>Yes</u>	<u>No</u>	<u>Not Available</u>
Parking	_____	_____	_____
Laundry	_____	_____	_____
Lockers	_____	_____	_____
Cable	_____	_____	_____
Electric	_____	_____	_____
Hot Water	_____	_____	_____
Other	_____	_____	_____

Expense Analysis:

Expenses are often omitted or inaccurate. You can use the following Income and Expense Check List to check that all expenses have been included. You should then check the expenses and the operating expense ratio to verify the accuracy of the expenses. For more details on how to do this, please see the chapter on the Valuation of Income Properties or use the Analyzer Program.

In particular, check the following:

Have the following expenses and allowances been included?

- Property Management Expense
- Vacancy and Bad Debt Allowances

The following items, if they are on the Income and Expense Statement, should be deleted:

- Mortgage Interest
- Depreciation
- Expense unrelated to operating the building such as directors' fees, owner's salary, etc.

Income and Expense Statement Check List

Income

	<u>Actual</u>	<u>Forecast</u>
Potential Gross Rental Income	\$ _____	_____
Other Income: Parking	_____	_____
Laundry	_____	_____
Less: Vacancy Allowance (%)	_____	_____
Bad Debts (%)	_____	_____
Other Income: _____	_____	_____
_____	_____	_____
 Effective Gross Income	 \$ _____	 \$ _____

Operating Expenses

Accounting and Legal	_____	_____
Advertising	_____	_____
Licenses and Permits	_____	_____
Insurance	_____	_____
Property Management (%)	_____	_____
Payroll: Resident Manager	_____	_____
Employee Benefits	_____	_____
Property Taxes	_____	_____
Maintenance and Repairs	_____	_____
Maintenance Contracts	_____	_____
Elevator	_____	_____
Landscaping	_____	_____
Fire Alarm and Sprinkler	_____	_____
Heating and Air Conditioning	_____	_____
Pool	_____	_____
Other	_____	_____
Scavenging	_____	_____
Supplies	_____	_____
Utilities: Electrical	_____	_____
Intercom Rental	_____	_____
Gas and Oil	_____	_____
Telephone	_____	_____
Cablevision	_____	_____
Replacement	_____	_____
Other	_____	_____
 Net Operating Income	 \$ _____	 \$ _____