



Information Coordinator  
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# Real Estate Appraisal Information Request

**Property Name:**

**Property Address:**

The following is a list of information needed to begin our analysis. Your help in gathering the necessary information will assist in the timely delivery of the appraisal. Once the requested information is received, the appraisal process will begin. Any delay in receiving the information will delay delivery of the report.

Please provide local contact information:

**Property Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_



## All property types

**Current tax bills**

Current tax bills from county auditor for all parcels

**Previous appraisals**

Any type of appraisal within last 5 years

**Survey or site plan**

Displays property's boundary lines

**Building Floor Plans**

Architectural documents that include square footage

**Details on property transfers**

Supporting documentation for any transfer of ownership including closing statements and purchase contracts within the past 3 years from the effect date of value

**Details on capital improvements**

Capital improvements completed in the last 5 years (i.e., roof, parking lot, etc.) as well as any planned capital improvements within the next 2 years

**Listing details**

If the subject property is for sale or lease

**Number of parking spaces on property**

**Copy of Ground Lease**

If applicable

**Environmental reports**

Phase I or Phase II Environmental reports

**List of personal property items**

Also known as Furniture, Fixtures and Equipment (FF&amp;E) along with approximate values

**All compelling and relevant information we need to consider before determining an opinion of market value****Leased fee (investment) properties****Leases**

Copies of all executed leases or lease summaries

**Rent Concessions**

Details of any discounts granted, including one time or recurring

**Pending leases**

Pending leases, Letters of Intent, lease out for signature or vacant spaces, including tenant improvements and lease commission costs

**Income Statement**

Three years history of income and expenses as well as current year's budget/projection

**Expiring leases**

Information on any leases expiring within 12 months

**New Construction/Renovations****Detailed cost breakdown**

Also known as construction budget

**Evidence of site acquisition**

Including costs

**Construction timeline**

Phases, occupancy

**Additional Comments**Received and Acknowledged **By:** \_\_\_\_\_**Date:** \_\_\_\_\_