

PRELIMINARY DUE DILIGENCE REQUEST

Please utilize a separate document when filling out the requested information. If applicable, provide PDF Attachments or, hard copies via mail for documentation of specific information.

CONTACT INFORMATION

1. Contact information (Name, address, work and home phone numbers, and email) for all House Corporation Officers, Greek Advisor, University Business Officer, Current Property Manager, and Key Debtors.

KEY FINANCIAL AND OWNERSHIP INFORMATION

1. Please provide fiscal year-end operating statements (P&L reports/cash flow statements) and tax returns for the previous three years.
2. Please provide accounts receivable and payable detail, if applicable.
3. Please provide Property Tax info (name & number of taxing authority, account # or identifier; printout of previous three years assessments and payments).
4. Please provide copies of Corporate Articles (certificate of good standing with secretary of state, articles of incorporation, bylaws). List primary signatories in the event of a sale to RPG.
5. Please provide a copy of the deed/title (include Land ownership detail). Include a current title report with listed owners, liens and encumbrances if attainable.
6. Please provide a copy of most recent property appraisal/valuation.
7. Please provide local licensing requirements and contact information for such regulatory agencies.
8. Please provide the name & number of contact person at any and all financial institutions/persons with mortgages on the property. Include current balance and payoff.
9. Please provide a copy of mortgage(s) and promissory note(s).
10. If applicable, please provide an explanation and amounts of any additional liens other than recorded mortgages.
11. Please provide detail of any capital expenditures over the past three years.

KEY FACILITY INFORMATION

1. Please provide statements for all utilities (electric, gas, water, sewer, trash, phone, internet, cable, alarm, etc) servicing the property for the past three years.
2. Please provide a detail of current service contracts (HVAC, electrical, plumbing, general repairs & maintenance, etc.).

3. What are the age and condition of the major systems (boiler, furnace, etc.) and roof. Include copies of any recent structural or major systems analysis/reports.
4. Please provide a copy of a current tenant lease agreement.
5. Please provide current and maximum occupancy levels.
6. Please provide detail on sleeping room breakdown. How many single occupancy, double occupancy, triple occupancy, etc. rooms in the facility.
7. Are meals prepared/served in the facility? Cook or catering service? Condition of kitchen facilities?
8. What was the date of construction for original facility? Please provide dates and details of any major renovations.
9. Please provide a copy of current property insurance policy declaration page. Include explanation of any claims within the past 5 years if applicable.
10. What is the make-up of surrounding neighborhood? i.e. single family homes, multifamily homes, apartments, Greek houses, etc.

KEY LOCAL MARKET INFORMATION

1. Please provide information on campus dormitory prices, less food if possible (link to website/contact person, printout, etc.)
2. Please provide local apartment prices by month (low, medium, and high ranges).
3. Please provide other Greek housing lease rates by month/term, less food if possible.
4. Please provide contact information for local Title Office.
5. Please provide property zoning information or contact information for local zoning authority.