

## Initial Business Valuation Information Needs List for a Property Management Company



For Questions Regarding this List Contact:  
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**Note: Please provide information in PDF format (not password protected). We have a secure server to which this information can be uploaded easily from your computer (information encrypted during transmission to our server) and is easier and more secure than by email. Please email the names and email addresses of parties who will have access to submitting or retrieving information from the server and we will establish password protected accounts for them.**

### Company:

### Valuation Date (Value as of):

1. Detailed annual financial statements (accrual, if available) for the last seven fiscal years, including balance sheets, income statements, schedules, statement of cash flows, accompanying accountant notes to statements. Copies of any audited, compiled or reviewed financial statements.
2. Federal corporation (partnership if LLC or other partnership) income tax returns (including all schedules) for the last seven fiscal years. Include copies of all amended returns.
3. Latest interim and fiscal year-to-date financial statements to the valuation date, including detailed balance sheet and income statements, and for same fiscal year-to-date period of prior year.
4. Current detailed accounts receivable aging as of valuation date.
5. Revenues by property management client for each of the two fiscal years leading up to the valuation date.
6. Revenues by type: commercial property management, residential property management, leasing, fee development, etc., latest fiscal year on or before the valuation date.
7. Summary schedule of property management contract terms in place at the valuation date, including client, fee basis, services, initial date of contract, expiration, renewal dates, etc.
8. Budgets, forecasts or business plans or projections of any kind, if any.
9. Compensation paid each officer, director, manager, shareholder, member and each of their respective family members by the Company, by year, for each of the last five fiscal years leading up to the valuation date, as well as the fiscal year-to-date period ended the valuation date. Copies of form W2s and 1099s for each for the same periods.
10. Copies of all existing contracts of any kind, including but not limited to the following:
  - Property management contracts.
  - Employment agreements
  - Covenants-not-to-compete
  - Customer agreements and contracts
  - Lease on premises, if any
  - Loan agreements with banks and other financial institutions
11. Schedule of life insurance in force on officers, shareholders, with the following information on policies covering shareholders or officers, including:
  - Face amount of policy
  - Ownership of policy
  - Beneficiary
  - Cash value, if any, at the valuation date
  - Amount of annual premiums paid by the Company
12. Company corporation documents, including:
  - Articles of incorporation (Articles of Organization if LLC), bylaws (Operating Agreement if LLC), and any amendments
  - Corporate minutes, last five years.
  - Shareholder or buy/sell agreements
13. Ownership as of the valuation date. If multiple share (membership) classes, list by class.
14. Information on all prior transactions in Company shares (membership interests) (for consideration, not gifts) including terms, purchase price, any written contracts.
15. Information on any past, current or potential future offers, plans, or consideration given to buy or sell part or all of the Company's shares/membership interests or assets, even if general, or highly preliminary, currently or historically. Discussions with any possible buyer and information on any offers received. Copies of any offering memoranda, marketing information or other documents provided to solicit buyers of the Company, for undertaking a public or private offering of the Company's shares/membership interests or assets, or to raise venture capital or financing of any kind. Copies of business plans prepared.
16. Information on any related party transactions.

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17. Any contingent or off-balance sheet assets or liabilities of any kind whatsoever as of the valuation date, such as:
  - Pending or threatened lawsuits. • Regulatory compliance requirements. • Warranty or other product liability.
  - Hazardous waste/environmental. • ERISA claims or problems. • OSHA problems. • IRS audits, disputes, tax liens.
  - Letter of credit liabilities. • Liens or judgments of any kind. • Guarantees by Company of any obligations. • Actual, pending or threatened default on loan, lease or financing agreements of any kind. Actual, pending or threatened acceleration of loans, leases or financing agreements. of any kind. Non-compliance with loan, lease or financing agreement terms and conditions of any kind. • Off balance-sheet assets or liabilities of any kind not showing on the Company's balance sheet as of the valuation date.
18. Information on:
  - Any recent, pending or possible future loss of a client, property management relationship or financing source which might materially impact the business
  - Any recent, pending or possible future addition of a client, property management relationship, or financing source which might materially impact the business
  - The recent loss of key employees that might harm the business, whether through a loss of revenues, result in the establishment of a competing company, or any other material impact on the business
  - Pending or possible acquisitions or purchases of other companies or assets, product lines, property management contracts, etc.
19. Copies of any existing indicators of asset values as of or near the valuation date, including latest property tax assessments and any appraisals that have been prepared including real and personal property appraisals of assets owned by the Company.
20. List of all assets/liabilities not used in the day-to-day business as of the valuation date. This might include, among other items, marketable securities, cash value of life insurance, investment or excess real estate, assets held for sale or for personal use.
21. Information on any compensation paid to individuals not working in the business on a daily basis for each of the last five fiscal years leading up to the valuation date, and for the year-to-date period ended the valuation dates. Provide amounts by each by year and year-to-date.
22. Information on any unusual or non-recurring income or expense items in the last five fiscal years leading up to the valuation date.
23. Any on any other material factor impacting (or potentially impacting) the Company, its results or value as of the valuation date.
24. Copies of any patents, trademarks, copyrights held by the Company.
25. Appraisals of real estate owned as of the valuation date as prepared by state licensed and certified appraisers.
26. Listing of senior management of the Company, along with name, title, position, start date, responsibility. Listing of same information for other "key" persons in the business not included in senior management listing, but whose departure from the Company, or death or incapacitation would materially impact the Company.