

THE
LeafArnold
SYSTEM OF REAL ESTATE INVESTING



MULTI-FAMILY INVESTING
SPECIALTY LAB

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The great aim of education is not knowledge but action.

Herbert Spencer



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“Education is the key to unlock the golden door of freedom.”

George Washington Carver



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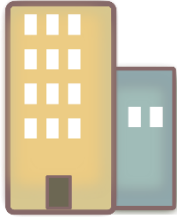


AHA MOMENTS

Lined area for notes, consisting of 20 horizontal lines.

MULTIFAMILY INVESTING

Why Multifamily Investing



There are many options when it comes to multifamily real estate. Many investors find that this type of real estate means a better return on investment than single family residential homes. Quite simply, multifamilies produce a steady income from several occupants each month. This often means more money each month than renting one residential property. Additionally, investors can make more money by renting out a multifamily property over the long term rather than buying and reselling one residential property.

Reasons To Investing In Multifamily Assets Include

There Is Limited Supply And Increasing Demand:

- Multifamily starts are near 40-year lows due to restrictive lending policies for new construction. (U.S. Census Bureau)
- A large influx of the younger “millennial” generation is entering the rental market in conjunction with baby boomers choosing to downsize in retirement years.
- Single-family homes are increasingly more difficult for families to get into due to restrictive financing, resulting in a shift towards rentals.
- The vast majority of new construction is urban, high-cost, and high-density—creating increasingly unaffordable rental rates compared to the garden-style properties.

Multifamily Is A Strong Real Estate Asset Class In Any Economic Cycle:

- Demand can still increase for apartments in economic downturns when homeowners turn to renting to preserve capital and renters cannot afford to buy.
- Apartments can provide a superior inflation hedge when appropriately leveraged, as rent growth is not constrained by long-term leases.
- Multifamily properties historically maintain a structurally lower vacancy rate than other product types and generally exhibit greater resiliency in holding their values during market downturns.





MULTIFAMILY INVESTING

- The negative change in appreciation over the peak-to-trough cycle for apartments is generally far less severe compared to the office, industrial, and retail sectors. (NCREIF)

Financing Is Attractive For Multifamily Acquisitions:

- Leverage is available through agency financing, e.g., Fannie Mae and Freddie Mac.
- Lenders offer superior terms due to investor familiarity with this asset type, and there is a wider availability of financing options.

U.S. Homeownership Rates Are Declining:

- Homeownership rates have fallen from a peak of 69.2% at the end of 2004 to 65.0% in Q2 2013 (a 1% decrease in homeownership creates demand for 1.5 million rental units).
- Surveys show owning a home is not a top priority for the 80 million echo-boomers (people born between 1980 and 1995). (Pew Research Center)
- There is pent-up rental demand from 1.5 million “excess” 18- to 34-year-olds living at home. (U.S. Census Bureau, Raymond James & Associates, Inc.)

Benefits of Multifamily Investing

Cost To Purchase Is Lower Per Square Foot Or Per Unit:

Most good investments begin with a smart purchase, preferably below market value. The cost to build apartments or other multi-family projects are lower due to common walls, roofs and other savings that come from building multiple units in one location. In many cases, apartment units can be constructed for 30% less per square foot than comparable single family homes. So, the real estate investor starts off with more square footage to rent at a lower cost.

Management & Security Costs Are Lower Per Unit:

Just keeping an eye on multiple single family rental homes will require travel to check them out, no matter how far apart they may be. Grouping multiple units in one location reduces headaches and travel to keep track of them. Security costs are lower as well, if security is hired or systems set up for the properties. Many in one spot will receive a discount.

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Save Costs For Maintenance, Repairs & Upkeep:

While single family investor owners may leave the everyday landscape and minor maintenance up to the tenant, they'll still get the call when something breaks. Generally, an owner can negotiate better repair and service rates with vendors who have only one location to service.



Finishes & Fixture Savings:

By sticking with the same color schemes for apartments, buying similar fixtures for kitchens and baths, and using common materials for all units, owners save a lot on keeping units looking good and getting them ready between tenants.

Lower Taxes & Finance Costs Per Unit:

It isn't always true, but many areas will have lower real estate taxes per unit for apartments than for single family homes. This is also true because more living area square footage is concentrated on smaller land parcels. Many times, six apartment units can be constructed on less land than two single family homes.

Financing an apartment project means one loan for multiple units. This should cut per/unit costs for loan fees, appraisals, surveys, etc.

Less Financial Damage From Vacancies:

The more units you have under one roof, the less risk you have. If you have a single family house and you lose your tenant, you've lost 100% of your income. In some instances, this could be your entire profit for the year. If you had a three family and lost a tenant, you still have two rents coming in to pay your expenses.

3 Key Multifamily Investment Metrics for Success

There are many metrics an investor should be tracking but if you are going to invest in multifamily real estate there are 3 you must monitor so your real estate investment's

MULTIFAMILY INVESTING

run at peak performance. If any of these three key metrics are neglected, your investment's performance could be in jeopardy.

Three Key Investment Real Estate Metrics You Must Track For Success:

- 1. Occupancy** – Tenant turnover is a major challenge in multifamily investments. Occupancy will change monthly or even daily. If you don't keep your properties full, they will not produce the income you want. You must keep on top of your property's occupancy rates and continually bring in quality prospects to replace those that leave or fail to pay their rent on time.
- 2. Collections** – Not only do you need to keep your properties full physically, but it's essential that you collect all the rent and late fees owed each and every month. Your economic occupancy is even more important than your physical occupancy. This might seem like a "no brainer", but depending on the property, it can be more difficult than it looks. A property can be full, but it won't matter when it comes to your financial statement unless each tenant that lives in the property is paying their rent each and every month. The majority of profits earned are determined on any investment property in the final 10-15% of the rents collected each and every month. Don't leave your profits on the table by not collecting everything that is owed. It's essential to have a manager that collects rent, late fees, and any other income judiciously.
- 3. Maintenance** – Keeping up on maintenance is essential. A well maintained property will have lower repair costs and lower tenant turnover which is what you want. You also protect your investment when you keep your property in good shape by not allowing disrepair spiral out of control. A well maintained property will result in peak values for your property. Poor owners take all the money out of a property and neglect small maintenance items only to have them snowball into major issues. In turn, the value of the property plummets. Smart owners know that if you put money back into your properties and keep up on maintenance, you'll ensure peak value and consistent cash flow.



So there you have it. The three key investment real estate metrics you must keep track of to keep your real estate investment performing at peak levels. You must



MULTIFAMILY INVESTING

maintain high occupancy, stay on top of collections, and keep your property well maintained by taking care of maintenance tasks in a timely manner. If you stay on top of these three key metrics, your investment properties will reward you with happy tenants and a healthy financial statement each and every month.

GRADING MULTIFAMILY REAL ESTATE

Making the Grade

When it comes to conversing with other investors, it helps to know the vocabulary. Investors, lenders, and brokers have developed multifamily investment property classifications to make it easier to communicate amongst themselves about investment properties and areas. The general property classifications used are A, B, C, and D.



Not all multifamily space is equal, which is why a class system exists. These letter grades are assigned to properties and areas by characteristics such as age, tenant income levels, growth areas, appreciation, amenities, and rental rates, to name a few. It's important to understand property class and area class before investing so that you understand how they can affect your investments, and so you can meet and exceed your investment goals. Knowing the right vocabulary to use will position you as a professional in the marketplace, effectively communicating with industry insiders.



These letter grades tend to be subjective. They are more often an art than a science. That being said, for the most part you will find that each property class will typically be characterized by the following:

Property Classifications:



Class A Properties

The highest-quality space on the market is considered Class A. Class A properties are newer properties built within the last 15 years with the most amenities, highest income earning tenants, lowest vacancies, and will typically demand the highest rents with no deferred maintenance. These buildings are usually owned by Institutional investors and demand the lowest Capitalization Rates (CAP Rates), highest per unit prices, and generally have the most appreciation potential, but lowest cash flow starting out.

GRADING MULTIFAMILY REAL ESTATE



Class B Properties

A Class B property is your average to above average space. These buildings don't usually contain the same high-quality fixtures as a Class A property but they are nice none-the-less. Class B properties consist of properties built in the last 15-30 years with some amenities; rents will be a bit lower than the A Class buildings with low deferred maintenance. These buildings demand rents slightly lower than Class A properties, with a mix of white collar workers and more skilled blue collar workers. Class B properties are typically owned by Institutional investors and private investment groups, or very high net worth individuals. They are valued at slightly higher cap rates than Class A properties and usually have appreciation potential with decent cash flow on acquisition.



Class C Properties

A Class C property is your below average up to average space. Class C properties are typically older properties, built 30+ years ago with much fewer amenities, if any; rents are lower than B Class buildings and usually have more deferred maintenance and a lower occupancy rate. Your tenant base will be mostly blue collar service employees, and could have a mix of government-subsidized tenants. These buildings are usually owned by private investors and private investment groups, and provide for higher cash flow and CAP rates, but will normally have much lower appreciation.



Class D Properties

These are your poorest quality structures on the market. Class D properties are older buildings in challenging neighborhoods and potentially dangerous areas. They are older, with no amenities, have high deferred maintenance, functional obsolescence, and the tenant base can be very challenging and very management intensive. These properties will usually have double digit CAP rates and will not have appreciation potential. D Class properties are the most challenging, and definitely are not recommended for most investors, especially new investors. While they might look like cash flow kings, the cash flow is often diminished greatly due to repairs and lack of payment by tenants.

GRADING MULTIFAMILY REAL ESTATE

Area Classifications:

Area Classifications run very similar to the property classifications above. They use the same 4 letter grading system A, B, C, and D areas as outlined below:



Class A Areas

Class A areas comprise newer growth areas. These areas will have significant new construction taking place and will be areas in high demand. Buyers and renters concerned about image flock to these areas because the area adds prestige and status. Class A areas fall under the old marketing adage of “Location being King.”



Class B Areas

Class B areas are older. Little to no new construction will be taking place. These areas are stable and are still in demand but do not have the same status as a Class A area.



Class C Areas

Class C areas are older as well. These areas have begun to decline or will be declining soon.



Class D Areas

Class D areas are definitely in decline and are potentially rapidly declining. Crime will be an issue in these areas and vacancy will be highly noticeable in both the business and residential sectors of these areas.

Determining Your Investment Class

The key to determining the investment class you want to invest in is to pick properties and areas that are aligned with your investment goals. You should pick a property class of equal to or better than the area (i.e. B Class property in a B or A area) and you want to avoid areas that are lower than your property class (i.e. A Class property in a C area). The area class you invest in is going to have a great deal of

GRADING MULTIFAMILY REAL ESTATE

influence on the stability of your investment over time, as well as its growth or appreciation potential.

The areas with the highest appreciation potential are A and B class areas. C areas tend to be more sensitive to economic trends. Also, an A property class is going to have a much harder time performing like an A property in a C area class, and a C property class might perform better over time in an A area class. For example, if you are looking for investments with the most appreciation potential, but aren't worried as much about the initial cash flow, you'll want to look for A and B Class properties in A and B areas or in the path of progress, and avoid C Class properties in C areas. If you are looking for investments with strong cash flow, but appreciation is less important, Class C and B properties in C and B areas would be the best fit.

Knowing how to properly grade both property and location can help you make wise choices about your multifamily investment future. You will be able to more effectively communicate with others what you are looking for, and you can apply this knowledge to your investments so that you can meet and exceed your investment goals.



FINDING MULTIFAMILY REAL ESTATE

Finding good investment property is key to success for any investor. This holds true for the multifamily investor as well. In the pages that follow several different strategies for finding multifamily properties will be discussed. Chances are, no one strategy will be sufficient to finding all the properties you desire so you will want to continue to add new strategies to your marketing efforts. Do not be afraid to implement several as needed to achieve the results you are looking for.

Auction

It is possible to buy a multifamily property for sale as a foreclosure. These can be great bargains but as with all foreclosure property you must do your due diligence. Visit the property, evaluate rehab costs if any, determine the value of the property and run the numbers. Do not forget to check title! If the numbers work determine your MAO and make the offer. If the numbers do not work then move on to the next one. Do not become the desperate buyer.



Check your local auction for how things work in your area. You can also check online multifamily auction sites like www.auction.com which has a multifamily section. Online auction resources can also be found at www.portal.hud.gov. The commercial auction site, LoopNet also has a commercial auction section located at, www.loopnet.com/commercial-auctions.

Direct Mail

Direct mail is considered by most to be the single most powerful form of lead generation when it comes to finding good multifamily investment property. It will cost you a portion of your marketing budget but the return on your investment can be tremendous. The time and effort needed to implement this method can be outsourced



FINDING MULTIFAMILY REAL ESTATE

or automated further reducing the most common objections to this under-utilized lead generation source.

Why use ListSource

Any business who wants to get their phone to ring uses a service like ListSource to acquire contacts. This is where your marketing begins. You must have contacts to market to. Through a service like ListSource you can target the contacts you want using a variety of criteria including geography, amount of mortgage indebtedness, property type, demographics, foreclosure status and many other options.

You can work with list brokers to acquire similar lists of contacts but why? Why go through a middle man who dictates to you the criteria for your contact search? Why would you want a list that is dated and has been sold to your competition already? By going directly to ListSource you are in control. You get to dictate the parameters of your search. You pay for only what you want and you are guaranteed that your information is fresh.

Follow the step by step process below and you will be able to pull a fresh list of contacts just waiting for your marketing to arrive. What are you waiting for...get started now!

Step by Step

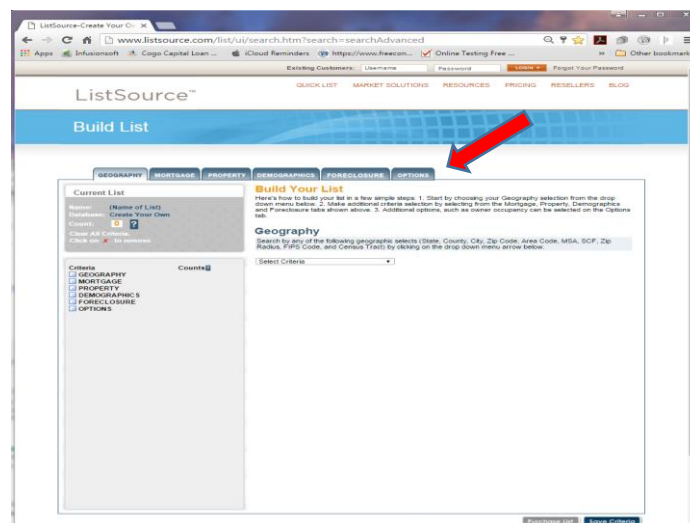
You must know what type of demographic fits the mold of what you are trying to accomplish. Depending on your goal, you will want to choose different criteria to pull your list. Remember, you are in control. If you do not like the results you are getting you can change who you target with your marketing. All you need to do is adjust the criteria you use to pull your list. Note, if you do choose to retarget your marketing you may need to adjust your marketing letter along with the list you pull. For the purposes of this demo we will be looking for property where the owner has significant equity and lives out of state from the property in question.

Step 1: Getting Started

- Pull out credit card so you are ready to pay for your list at the end.
- Go to listsource.com in your favorite browser.

FINDING MULTIFAMILY REAL ESTATE

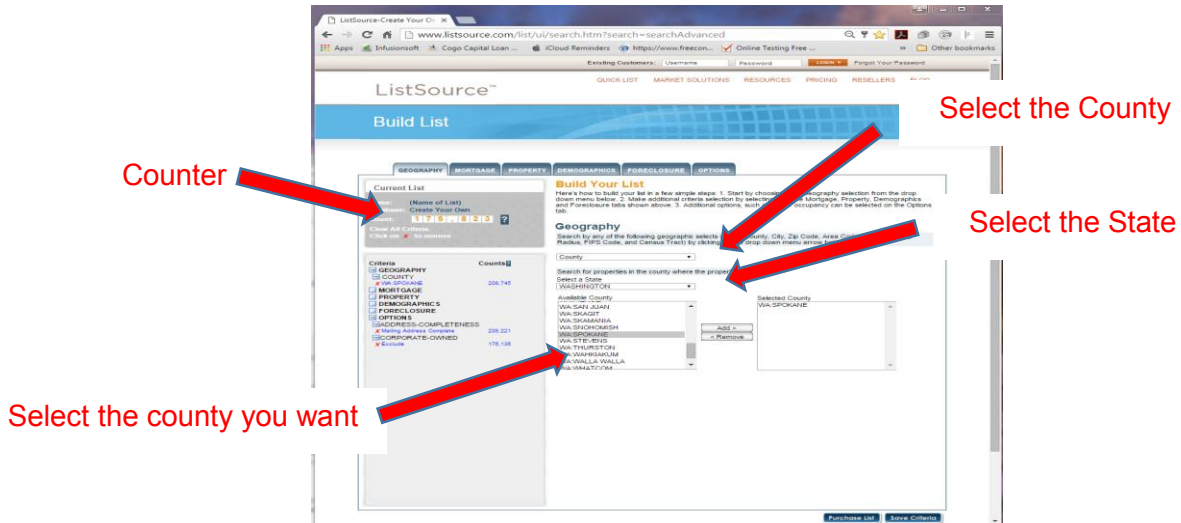
- Remember that out of state owners with multifamily property that is in your market is our goal.
- Assuming you are a new user to ListSource, click on the “Build List” button on the left had side. (If you are a returning user, start by logging in at the upper right hand side.)
- We will be using the list of tabs located horizontally across the page – Geography, Mortgage, Property, Demographics, Foreclosure, and Options.



Step 2: Geography Tab

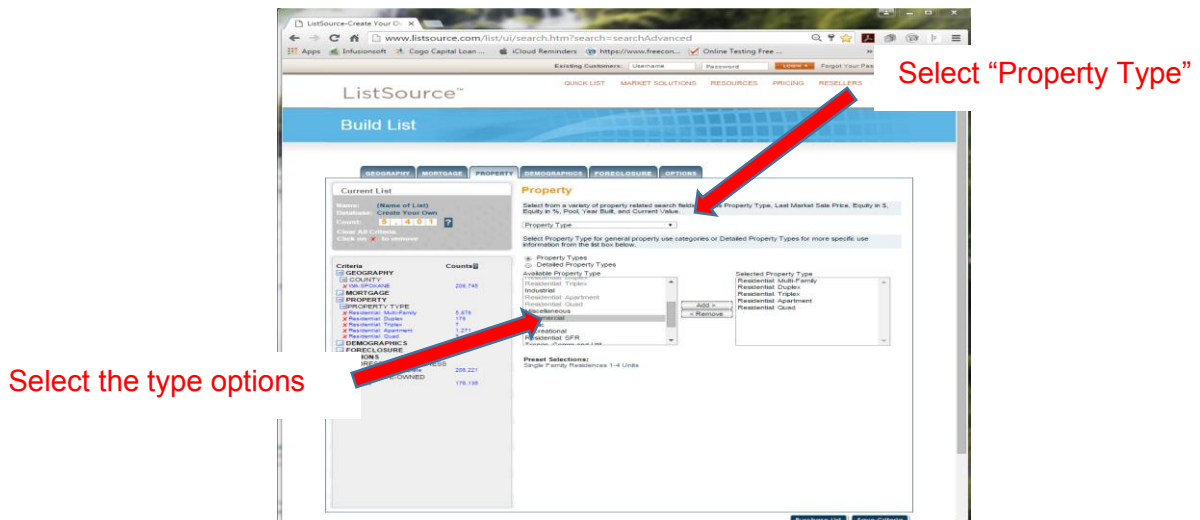
- Under the Geography tab use the drop down menu “Select Criteria” click on “county”.
- In the “Select State” drop down menu click on your state.
- In the “Available County” menu select the county or counties that you are interested in finding properties in. Click the add button to include them on your list.
- Watch the “Count” gage on the left to monitor how many contacts you have found with the criteria that you are using. Each time you change the criteria the count will be updated. Typically you will want to pull between 350 and 500 names. If your list falls out of this range adjust your criteria. You should have a very large number (in the thousands) of contacts in your list at this time. Do not worry, we will narrow it down in the next steps.

FINDING MULTIFAMILY REAL ESTATE



Step 3: Property Tab

- Click on the “Property” tab along the top.
- In the drop down box “Select Criteria” click on “Property Type.” After you complete this step the next box will appear.
- You can explore the options here later. For the purpose of this class the following options were selected: Residential: “Multi-Family,” “Residential: Duplex,” “Residential: Triplex,” “Residential: Apartments,” and “Residential: Quad.” If needed to control the number count, you can subtract some of these categories or add to them.



FINDING MULTIFAMILY REAL ESTATE

Step 4: Watch your Counter, Criteria and Other Options

- Are you watching the Counter on the left hand side? You should notice a significant change in the number of contacts. You should also notice counts being tracked based on the individual criteria that you have selected.
- Click “Demographics” at the top if you want to narrow your list or target certain home owners. You can explore your options here but for our purposes we will not use any of these criteria.
- Click “Foreclosure” at the top if you want to narrow your list or target certain properties that are in various stages of foreclosure. You can explore your options here but for our purposes we will not use any of these criteria.

Step 5: Options Tab

- Click “Options” at the top.
- In the “Owner Occupied Status” select “Absentee Owned.”
- Under “Absentee Owned” Make sure “include properties with out-of-state owners” is all that is selected. This is because we are going to focus on out of state owners.
- In the “Trustee-owned Properties” section select “Exclude.”
- In the “Corporate-owned Properties” section select “Exclude.”
- In the “Address Completeness Requirements” select “Both Mailing and Property address complete.”
- Watch the Count on the left. Remember that the goal is between 350 and 500. If this is not achieved you will have to go back and adjust the criteria that was chosen.

The screenshot shows the ListSource 'Build List' interface. On the left, a 'Current List' sidebar shows counts for various criteria: 'COUNT' (1,543), 'PROPERTY' (2,118), 'FORECLOSURE' (2,118), 'DEMOGRAPHICS' (2,118), 'OPTIONS' (2,118), 'ADDRESS-COMPLETENESS' (2,118), 'CORPORATE-OWNED' (2,118), and 'EXCLUDE' (2,118). On the right, the 'Options' tab is active, showing several sections with radio button options. Red arrows point from text labels to these options: 'Select "Exclude"' points to the 'Exclude' option under 'Trustee-owned Properties'; 'Select "Both Mailing and Property Address Complete"' points to the 'Both Mailing and Property address complete' option under 'Address Completeness Requirements'; 'Select "Absentee Owned"' points to the 'Absentee Owned' option under 'Owner Occupied Status'; and 'Include Properties with out-of-state owners' is all that is selected' points to the 'Include properties with out-of-state owners' option under 'Absentee Owned'.



FINDING MULTIFAMILY REAL ESTATE

Step 6: Purchase your List

- If the Count is close to what you want click the “Purchase List” button at the bottom right.
- Create a Title for your list by filling in the box that is label “Enter a name for the list you are building:”
- Follow the instructions on the page to create your ListSource account and then to purchase your list.
- Make sure you select the button that says that you will be using the data purchased through ListSource for “Direct marketing solely for my individual or company use.”
- Note that there are several add on option that you may or may not be interested in at check out. For our purposes none need be selected.
- Pay for list – PayPal/credit card etc.
- Download/export list into an Excel file.
- Clean up the formatting of your list in Excel to include the following columns in this order - Last name of owner, first name of owner, mailing address of owner, full property address, phone number of owner.
- Market to your new list!

Training for use of list source is available through the ListSource website and is a good use of time.

Formatting your List for Optimal Usage

Once you download your list from ListSource you will discover that the list is not very user friendly. You will need to reformat the spreadsheet to optimize it for your usage. Here is the format that is preferred:

| LAST NAME | FIRST NAME | MAIL ADDRESS | MAIL CITY | MAIL STATE | MAIL ZIP CODE | PROPERTY ADDRESS | PROPERTY CITY | PROPERTY STATE | PROPERTY ZIP CODE | PHONE NUMBER | NOTES |
|-----------|------------|--------------|-----------|------------|---------------|------------------|---------------|----------------|-------------------|--------------|-------|
| | | | | | | | | | | | |
| | | | | | | | | | | | |



FINDING MULTIFAMILY REAL ESTATE

To achieve this you will need to eliminate some of the columns you receive with your ListSource purchase. Other columns will need to be moved around. As you proceed through this reformatting, be careful to maintain the distinction between the mailing address of the owner and the property address.

The Yellow Letter

There are a few things you need to do to conduct an effective “yellow letter” campaign. Make the letter hand written or use a font that looks like hand writing for the letter. Print it on yellow paper. Use a nonstandard envelop, colored preferred. Do not put a business name on the envelope, just a return address. Below is a sample letter for you to use:

February __, 201__

Dear _____,

My name is _____. I am a real estate investor, interested in purchasing your property located at _____.

I have all cash, and can close quickly. Please contact me directly at _____ or via email at _____.

Yours in Success,

Real Estate Investor

PS: IF you have another property in the area that you considering selling or you are just not sure, give me a call and let's talk about it.

FINDING MULTIFAMILY REAL ESTATE

Real Estate Listing Service



There are numerous websites which provide listings of multifamily properties for sale. The properties you find here will obviously be “on the market” for sale. All the basic info should be provided like address, asking price, and contact info for the seller or broker.

One of the largest commercial listing services is Loopnet.com. It covers all of North America. This site will have commercial listing of all types and sizes including multifamily properties. Use its search engine to type in the city or zip code of interest then check the box for “Multifamily” to see all the listings for 5+ unit building in your area of choice.

All listing services can help you find properties for sale quickly but will not necessarily find you good investment deals. A listing service should not be your only source of deal flow. You need to utilize other strategies to find the best deals. Save the listing services for checking the market and analyzing properties.

Go to Court

Check out where your local board of health takes its bad landlords to court. These are the landlords who have been served notice that they have a housing violation and they have not rectified it within the time period allotted. Now they must appear in court. This could be the birthing of a highly motivated seller. Find the courthouse where these hearings take place in your area – either a local district court or housing court. Here you can ask for the schedule of owners who will be appearing before the judge. Often the list will include names, addresses as well as court dates.

Start by going to these hearing and just observing. See if you can identify the landlords who are tired of dealing with the issues of their property. These are the ones you are going to what to talk to. At some point follow them out of the courthouse and slip them your business card. Identify yourself



FINDING MULTIFAMILY REAL ESTATE

as an investor and let them know that you buy properties like theirs. Tell them to give you a call if they want to talk about some options.

Good Commercial Broker and/or Agent

Everyone wants to save a buck, but having a good commercial Broker on your power team can be a great benefit. Use them. Let them know what you are looking for. Train them to be on the lookout for pocket listings.



EVALUATION OF THE PROPERTY

NOI: Net Operating Income



The Net Operating Income (**NOI**) of a property is equal to the Annual Gross Income (**AGI**) produced from a property (monthly rent x 12) less your annual expenses (management, taxes, insurance, repairs, maintenance, vacancy, utilities.)

$$\text{NOI} = \text{AGR} - \text{Annual Expenses}$$

Note that NOI is defined as income (earnings) before tax write-offs such as depreciation, and mortgage interest expenses (debt service):

Capitalization Rates (CAP Rate)

Capitalization rates are an indirect measure of how fast an investment will pay for itself. In the example below, the purchased building will be fully capitalized (pay for itself) after ten years (100% divided by 10%). If the capitalization rate were 5%, the payback period would be twenty years.

$$\text{Capitalization Rate} = \frac{\text{NOI: Net Operating Income (Annual)}}{\text{Total Investment}}$$

Example 1 - Calculating CAP Rate:

If a building is purchased for \$1,000,000 sale price and it produces \$100,000 in positive net operating income (the amount left over after fixed costs and variable costs is subtracted from annual gross income-AGI) during one year, then:



EVALUATION OF THE PROPERTY

$$\$100,000 / \$1,000,000 = 0.10 \text{ or } 10\%$$

The asset's capitalization rate is ten percent; one-tenth of the building's cost is paid by the year's net proceeds.

Example 2 – Calculating Total Investment or Your Maximum Offer:

Capitalization rate can be used to calculate the maximum you can invest into a property. Using a little algebra we can rewrite the Capitalization Rate equation above to read:

$$\text{Total Investment} = \frac{\text{NOI: Net Operating Income (Annual)}}{\text{Capitalization Rate}}$$

Given the following criteria:

1. You have a desired CAP Rate of 8%.
2. You can rent the property for \$1,200 a month.
3. You calculate your annual expenses (management, taxes, insurance, repairs, maintenance, vacancy, utilities.) to be \$3,000.

What can you afford to invest in this property?

First calculate the NOI:

$$\begin{aligned} \text{NOI} &= \text{AGR} - \text{Annual Expenses} \\ &= (\$1,200 \times 12) - \$3,000 \\ &= \$11,400 \end{aligned}$$

Use the equation above to calculate your maximum total Investment:

$$\text{Total Investment} = \frac{\$11,400}{0.08} = \$142,500$$

EVALUATION OF THE PROPERTY

Based on our calculations you can afford a **total investment on this property (purchase price, fees, and rehab)** of \$142,500 if you have a desired CAP Rate of 8%.

An investor views his money as a "capital asset". As such, he expects his money to produce more money. Taking into account risk and how much interest is available on investments in other assets, an investor arrives at a personal rate of return he expects from his money. This is the cap rate he expects. If an apartment building is offered to him for \$100,000, and he expects to make at least 8 percent on his real estate investments, then he would multiply the \$100,000 investment by 8% and determine that if the apartments will generate \$8000, or more, a year, after operating expenses, then the apartment building is a viable investment to pursue.

Cash Flow

Cash flow is the flow of money through a business, in and out on a monthly basis. It is all the money, without regard to deductibility for tax purposes. Thus, a tax return may show losses, while actual cash flow might show profits, or vice versa.

Here is how cash flow works:

- Cash is coming in from rents collected on properties.
- Cash is going out of your business in the form of payments for expenses, like mortgage payments, taxes and other monthly expenses.



Think of 'cash flow' as a picture of your checking account. If more money is coming in than is going out, you are in a "positive cash flow" situation. If more cash is going out than coming in, you are in danger of being overdrawn, and you will need to find money to cover your overdrafts. This is "negative cash flow."



EVALUATION OF THE PROPERTY

Cash Flow = Net Operating Income (NOI) – Debt Service

OR

Cash Flow = Rent income - Expenses - Payments

Cash Flow Example

We'll assume for our example that you did your research and made a good buy on a fourplex. Here are the purchase and rental particulars:

1. Purchase price of the fourplex is \$325,000.
2. Buyer places 20% down, or \$65,000, financing \$260,000.
3. 30 year loan is at 6.5%, with Principle/Interest payment of \$1,643 per mo.
4. Taxes and insurance at purchase are \$3,600/year, for total mortgage payment of \$1,943 per month.

From research you see a steady rental demand for these units, all of which stay occupied most of the time. However, to be prudent in these calculations, a 6% vacancy and non-payment risk will be calculated to anticipate real cash flow. The units are all identical and rent for \$900 per month each. Let's see how our calculation breaks down:

1. Gross rental income is \$900 X 4 X 12 months, or \$43,200 per year.
2. Payments are \$1943 X 12 = \$23,316 per year.
3. Previous owner's repair expense has averaged \$1700 per year.
4. Vacancy and credit loss is estimated at 6% of rents or \$2592 per year.
5. Owner spends about \$400 each year in miscellaneous and advertising costs, and manages the property on their own.

Those are the basic operational items that go into the cash flow calculation.

Cash Flow = Rent income - Expenses – Payments

= \$43,200 - \$4,692 - \$23,316

= \$15,192

\$15,192 / 12 = \$1266 per month in positive cash flow.



EVALUATION OF THE PROPERTY

Cash on Cash

Cash on Cash is a rate of return often used to analyze real estate transactions. The calculation determines the cash income based on the cash invested.

$$\text{Cash on Cash Return} = \frac{\text{Annual Cash Return (Cash Flow)}}{\text{Cash Invested}}$$

Analyzing the above return, from the Cash Flow Example, as "cash on cash invested", you would divide your actual cash investment of \$65,000 down into the annual return of cash, or \$15,192. This is a yield of 23% on your cash invested!

$$\frac{\$15,192}{\$65,000} = \mathbf{0.23 \text{ or } 23\%}$$

FUNDING MULTIFAMILY INVESTMENTS

Syndication



A real estate syndication is a means for a group of passive investors, organized by a “syndicator” or “sponsor,” to pool money with which to acquire, operate and dispose of real estate for profit. Real estate syndication is an effective way for investors to pool their financial and intellectual resources to invest in properties and projects much bigger than they could afford or manage on their own.

A typical real estate syndication combines the money of individual investors with the management of a sponsor, and has a three-phase cycle: origination (planning, acquiring property, satisfying registration and disclosure rules, and marketing); operation (sponsor usually manages both the syndicate and the real property); and liquidation or completion (resale of the property).

The syndicator will find a suitable property (or property type), form a real estate investment company (usually a limited liability company) to acquire it and then coordinate a group of investors who will contribute cash to the company for the purchase price (less any bank loans), closing costs, operating capital and reserves. In exchange for their contributions, investors will receive a membership or ownership interest in the company and a return on their investment. The syndicator will conduct due diligence on the property prior to acquisition and will manage the company on behalf of the investors during ownership of the property, until such time as it is eventually re-sold.

Ways A Syndicator Can Be Compensated

The person who desires to create a real estate syndication must comply with the laws of the state where the real estate syndication is to be created and operated. The syndicator of such a venture usually receives compensation for locating the property to be purchased, doing the due diligence for its acquisition and intended development, and getting the purchase to close. Investors in the



FUNDING MULTIFAMILY INVESTMENTS

transaction typically pay the syndicator's fee based upon a percentage of the costs of the transaction when the targeted property is acquired. The syndicator also receives a management fee, typically based upon a percentage of gross revenue on a yearly basis. For instance, if there has been an apartment complex constructed and owned by the syndication, the gross profits for management of the apartment complex would be paid to the syndicator for collecting rental money, maintaining the complex, paying insurance, taxes, and making repairs.

A person can also make money through a real estate syndicate by investing in the project itself, which is typically the case. The investor typically receives a high rate of interest paid quarterly on his investment (7% to 9% per annum), besides maintaining an ownership interest in the syndicated project.

Fees

Fees are an expense of the Syndication and may be collected by the syndicator on a monthly, quarterly, or annual basis. The type of fees a syndicator may earn include:

1. **Acquisition Fee** - As a syndicator of real estate you will typically receive compensation for finding the property, conducting due diligence, and structuring the deal. Acquisition fees can range anywhere from 1% – 5% of the acquisition costs, or it can be a flat fee (i.e. \$25,000). These fees are generally negotiable with the other investors that you bring into the deal. If your fees are too high, other investors might be leery to invest with you, however, finding and structuring deals can be a tedious task, so make sure you are compensated for your time and effort.
2. **Asset Management Fee** - Another way to profit from real estate syndication is to receive an asset management fee. This fee, generally 1% of gross revenue, is typically paid to you as the syndicator of the project because it will be your responsibility to manage not only the property but the syndicate partnership as well.



You will have to constantly ensure that the property is being managed and operated efficiently by communicating regularly with the property manager. If the

FUNDING MULTIFAMILY INVESTMENTS



property is undergoing renovations, it will be your job to ensure that the renovations are completed on-time and hopefully under budget.

In addition to managing the investment, you will also be responsible for managing the syndicate. This duty will require that your investors are communicated with on the regular basis in regards to their investment and

ensuring that they receive their compensation on a regular basis i.e. monthly, quarterly, or whatever time period that was agreed upon.

3. **Refinance Fee** – In the event property owned by the syndication require refinancing it is customary for the syndicator to charge from 1% to 2% of the refinance loan amount as their fee.
4. **Disposition Fee** – When a property is sold by the syndication it is customary for the syndicator to earn from 1% to 3% of the sale price.
5. **Loan Guarantor Fee** (1-3% of the loan amount or a flat fee)
6. **Real Estate Brokerage Fees** - A syndicator who is also a licensed real estate broker or agent in the state where the property is located may earn commissions or fees for providing licensed brokerage activities to the syndication, including:
 - Commissions on purchase of the property
 - Resale Commissions
 - Property Management Fees

Expense Reimbursement.

In addition to the fees and distributions a syndicator may earn, the syndicator can get reimbursed for payments it makes to third parties during organization of



Expense Reimbursement

FUNDING MULTIFAMILY INVESTMENTS

the company, due diligence/acquisition, or operation of the property. These reimbursements may include:

1. Operations
2. Refinance
3. Sale of the property

20 Step Real Estate Investing Syndication Process



Here is a big picture of what the syndication process looks like from beginning to end. The Syndication formation usually is formed using any of the following types of entities: Limited Partnership, S-Corp, LLC, or REIT (for more info on REITs see below and check out www.reit.com.) Seeing how the syndication process evolves over its full life span will help you better plan and make smarter decisions. Below is a 20 step plan for creating a Real Estate Syndication.

1. Research and find an available rental property in a particular neighborhood and choose one to purchase.
2. Prepare a preliminary analysis of the investment. This would include its operating history, status of title, proximity to any environmental or natural hazards, the neighborhood, the local and national economies, and finally, the physical condition of the property.
3. Tie up the property and get control of it in your name with the ability to assign it to a successor entity (the new syndicate group investment LLC entity) through a purchase contract or option.
4. Open escrow with your name as the purchaser, not that of the entity! You'll assign your purchase rights to the entity before you close the purchase.
5. Conduct a detailed and thorough due diligence. Complete an analysis of the seller's actual income and expenses, and confirm the Seller's disclosures regarding the condition of the property, including its improvements, location, title, and operations. In this step, you are investigating the property to ensure there



FUNDING MULTIFAMILY INVESTMENTS

are no future surprises and it supports your business plan objectives.

6. Apply for new debt financing (or assume the existing), depending upon what you indicated in the purchase contract. This obviously won't apply if you're buying your commercial building all cash.
7. Review your plans for forming and operating your ownership entity, most likely a Limited Liability Company, with experienced accounting and legal advisors. Getting this part correct at the outset will save you major headaches in the future.
8. Prepare the Investment Circular (Private Placement Memorandum), Subscription Agreement, Articles of Organization and Operating Agreement for the LLC, pertinent exhibits, and Addenda. The syndicator (you) is named as the Manager of the LLC in these documents.
9. Market the Investment Circular to potential investors to fund your purchase, through the LLC.
10. Pool together the investors. Once you have approved the investor's suitability, you need to get their signatures on the Subscription Agreement and the Operating Agreement of the LLC. You'll also want to deliver their funds to escrow for the close.
11. When the LLC is completely funded, the Syndicator needs to complete the property purchase. If necessary, the Syndicator signs loan documents for a new loan or the assumption of an existing one.
12. The Syndicator then files the Articles of Organization with the state in which the LLC is formed and any formal registration documents if the property is in a different state.
13. The Syndicator now assigns his right to purchase the property to the LLC in an amendment to escrow prior to the close. The property now vests in the name of the LLC and the Syndicator gets his ownership percentage in the LLC.
14. The down payment and closing costs for the transaction are paid to the Seller from the LLC member's contributions.
15. Escrow closes and the LLC takes possession of the property.
16. The Syndicator now sends copies of the closing documents to all of the members of the LLC, along with any other organizational documents that may not already be in their possession.

**Limited Liability
Company (LLC)**

FUNDING MULTIFAMILY INVESTMENTS

17. The Syndicator now steps into the role of the partnership manager. The Syndicator oversees the property on behalf of the LLC, executing the business plan.
18. Distribution of cash flow is delivered to all the investors on regular periodic periods. Also, regular partnership reporting and communications are sent to investors.
19. Meetings are held to inform and update investors on the status and progress of the investment property. At times, the investors may make major decisions, such as add or replace investors, refinance, or sell the property.
20. When it's finally time to sell the property, the Syndicator manages that process including:
 - Hiring a real estate broker or represents the LLC himself to sell the property
 - Negotiating purchase offers and coordinating closing proceedings
 - Providing disclosures and reports during the closing
 - Making final profit distributions to investors
 - Winding down and terminating the investment group partnership LLC.

10 Things to Keep in Mind when Starting a Fund

the **10** things

To successfully raise a real estate fund, sponsors need to keep some simple rules in mind. Here are ten things to consider as you prepare to create your real estate fund.

1. **Be Ready to Ramp Up** - Creating a fund will demand that you have a higher level of accounting and quarterly reporting. Not only will you need to ramp up your business acumen, you will also need to ramp up your relationship building acumen as you must now keep multiple investors in the loop.
2. **There's Competition** – There are others out there doing the same thing you are trying to do. What is your USP? How will you rise above the rest?
3. **Show Fiduciary Responsibility** – You are asking people to put faith in you as a manager of their funds. You will have to prove yourself!
4. **Have Skin in the Game** – If you believe in what you are doing then you should be vested in it. That helped investors feel comfortable.

Put Some
Skin in the Game!

FUNDING MULTIFAMILY INVESTMENTS

Stick to
the plan!

5. **Stick with the Plan** - If you say your fund is going to invest in core properties, don't suddenly shift to a value-add strategy (even if that niche heats up). You must establish a solid track record. Jumping back and forth between strategies will only scare your investors away.
6. **Do What You Say You'll Do** – Remember you must answer to your investors now. Even beyond following your strategy, you must be consistent. Do what you told your investors you would do or risk losing them.
7. **Be Open** - Investors may not want to hear bad news about a deal gone bad, but if something has gone awry, it's better to let them know upfront. Your investors will always prefer good news, but if it is bad, they would rather get bad news early before things get worse.
8. **Demonstrate Staying Power** – You want to know that your investors will stay in the fund for the entire length of what is planned. Make sure you interview them carefully to make sure they understand this. In turn your investors want to know that you will see it through.
9. **Have Scale** - It often doesn't make sense for the big, institutional investors to look at funds under a certain amount. Understand who you are targeting with your fund and then go after them.
10. **Be Ready for Scrutiny** – You are dealing with OPM. You will be scrutinized beyond what you have ever known before.



Real Estate Investment Trust (REIT)

Real Estate Investment Trusts or REITs are entities that own and in most cases operate different types of income producing real estate or related real estate assets, typically consisting of shopping centers, office buildings, hotels, apartments and mortgages secured by real estate. Some REITs will concentrate their holdings

FUNDING MULTIFAMILY INVESTMENTS

specifically in one type of real estate, such as apartments, while others may concentrate in one region of the country.

Some Advantages of a REIT Include

1. Pooling of funds to take advantage of large investment opportunities.
2. Diversification with interests in a number of different properties.
3. REITs traded publically on the major stock exchanges can be readily traded or sold for cash.
4. Publically traded REITs must make detailed disclosures to investors along with submitting regular financial reports to the Securities Exchange Commission offering greater transparency for the investor.



Some Disadvantages of a REIT Include

1. Dividends received from a REIT are currently taxed at a higher rate than other stock dividends.
2. An investment in a REIT cannot be used to defer capital gains tax as may be permitted by the IRS “Section 1031 Like-Kind Exchange” rules.
3. A REIT cannot pass tax losses through to its investors as may be possible in certain other real estate investments.

Special Tax treatment of a REIT Include



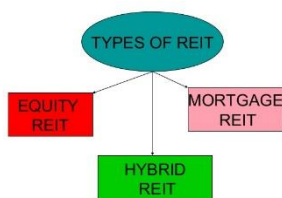
A REIT is accorded special tax treatment because most of its income is received from real estate and distributed to the shareholders. Along with this tax advantage, REITs are subject to qualifications and limitations, including:

FUNDING MULTIFAMILY INVESTMENTS

1. Be structured as a corporation, trust or association and be managed by a board of director or trustees.
2. Have transferable shares or certificates of interest.
3. Be an entity taxable as a corporation.
4. Cannot be a financial institution or an insurance company.
5. Be jointly owned by at least 100 persons.
6. Pay to the shareholders dividends annually of at least 90% of the REIT's taxable income.
7. Have no more than 50% of its shares held by 5 or fewer individuals during the last half of each taxable year (5/50 rule).
8. At least 75% of total investment assets must be in real estate.
9. Generate at least 75% of gross income from rents on real property or mortgage interest.
10. No more than 25% of its assets may consist of stock in taxable REIT subsidiaries.



Because the usual penalty for not meeting the qualifications is the loss of REIT status, it is suggested that licensees contact the IRS for the most current tax law involving REITs.



Types of REITs

REITs are categorized as equity trusts, mortgage trusts (short-term or long-term) or hybrid trusts.

Equity REIT

An equity REIT is the most common and make most of their money for investors from rents collected on its real estate properties. Unlike other real estate companies, a

FUNDING MULTIFAMILY INVESTMENTS



REIT must acquire and develop its properties primarily to operate them rather than to resell them after they are developed. The REIT may buy or construct buildings, develop real estate projects, lease properties for rental income and place mortgages on its holdings.

An equity trust's internal sources of growth capital are refinancing of its mortgage debt and retaining of capital gains when property is sold. External sources are the public sale of its securities, acquisition of properties in exchange for its securities, and short-term bank loans.

Mortgage REIT

A mortgage REIT lends money directly to real estate owners and may invest in existing mortgages secured by real property. Income is essentially derived from interest on these mortgages. From the investor's viewpoint, this type of REIT is similar to bond mutual funds.

Hybrid REIT

A hybrid REIT combines both of the above types by owning and operating income producing real estate along with investing their assets in mortgages.

REITs can further be broken down into publically traded and non-exchanged traded REITs. Both of these types are filed with SEC, however only publically traded REITs have shares traded on national stock exchanges.

Separate from these types, some REITs are private and are not freely traded as they are not registered with the SEC. An investor pays a fixed price for each unit in a private REIT and anticipates receiving regular dividends from income produced from rents or mortgage interest. Typically private REITs only trade during certain windows of time when the investor can redeem units back to the issuer on terms set by the private REIT.



FUNDING MULTIFAMILY INVESTMENTS

Like other investments, REITs carry the risk of loss of investment and can be a complicated investment product. There are many other technical and involved provisions spelled out in federal law, Internal Revenue Service rulings, and the individual state regulations. In addition, tax rules can be complex requiring contacting the IRS for the most current tax laws involving REITs. You are strongly encouraged to contact all these sources if you are planning to start your own fund.





NOTES

Handwriting practice lines consisting of multiple horizontal black lines spaced evenly down the page, providing a template for notes.

NOTES

LISTING INPUT SHEET

GENERAL COMMENTS:

- A. **Use of this Form.** Use the applicable form for the specific property type as an attachment to all listing agreements.
- B. **Distribution.** If you input the listing yourself through NWMLS's Listing Input Program ("LIP"), do not send any pages to NWMLS.
- If you send copies to NWMLS for input, be sure all copies are clear and legible. Do not send the listing agreement to NWMLS, only the listing input pages.
- C. **Turn-in Time.** Listings must be submitted to NWMLS or input by 5:00 p.m. on the "List Date." See NWMLS Rule 2 and Legal Bulletin 198 for more information.
- D. **Review Listing as Published.** You must review the listing after it has been input and immediately notify NWMLS of any errors (NWMLS Rule 10(f)). NWMLS is not responsible for any errors in published listings, whether input by the member or NWMLS staff.
- E. **Photographs.** You must provide a primary photo of the property no later than 5 days after the listing is input. The primary photo must be an exterior photo of the property, a rendering of the property, or a photo of the view from the property. Please see NWMLS Rule 192(d) for additional information, including the photo requirements for large condominium buildings.

ASSISTANCE FILLING IN THE BLANKS. The following numbers refer to the numbers on the sample form shown in this Manual:

1. **Required Information.** NWMLS Rules require the bulleted (•) items on the listing input sheets be filled in. The MLS system will not accept the listing without these items.
2. **Listing Number.** The "Listing #" at the top of the form is assigned by the MLS system when the listing is input.
3. **Area.** Insert the NWMLS number for the area in which the listed property is located. The appropriate area must appear here. Obtain this information from the NWMLS mapbook.
4. **Community/District.** Insert the common name of the area in which the property is located, e.g. "Totem Lake" or "Queen Anne."

Here, and throughout this form, the MLS system will only accept as many letters (and spaces, hyphens, etc.) as there are spaces in this form. Here, it will only accept twenty letters, spaces, etc. Please count the number of spaces provided. You will then know if you have to abbreviate.

5. **Map Page.** Insert the map page number, which you can obtain from the appropriate map book (indicate which book). It is located in the upper right and left hand corners of each map page in the book.
6. **Top Map & Side Map Coordinates.** Insert the sections of each map in the appropriate map book (alpha and numeric).
7. **Prohibit Blogging.** If the seller elects not to allow blogging, select "Yes" to prohibit blogging. If "Yes" is selected, then members and subscribers displaying NWMLS data on their public websites may not allow blogging on the seller's listing. If the seller elects to

LISTING INPUT SHEET

allow blogging on the seller's listing, select "No" to allow blogging. If "No" is selected, members may display a blog that allows commentary from the member, other members, subscribers, and the public.

8. **Allow Automated Valuation (AVM).** Automated Valuations (AVMs) estimate the fair market value of the property. If the seller chooses to allow AVMs to be displayed on the seller's listing, select "Yes" to allow AVMs. If "Yes" is selected, then members and subscribers may display AVMs on their public websites that estimate the value of the seller's property. If the seller elects not have AVMs appear on the seller's listing, select "No" to prohibit AVMs from being displayed on member's public websites for the seller's property.
9. **Internet Advertising.** Unless the seller specifies the listing should not be posted on the Internet, the listing may be published on the Internet.
10. **Selling Office Commission.** Insert the share of the total commission you will give the selling firm, expressed as a percent or as a flat dollar amount. For example, you may enter "2.5" (meaning 2.5% of the sale price) or "\$3,000." This amount is set forth on the first page of the listing agreement. Do not insert the total commission, only the selling firm's share.
11. **ASF - Total.** Add together the finished and unfinished space to get the "ASF - Total." Do not include garages even if they are attached to the house. Do not include unattached structures such as storage sheds or cottages. Do not include breezeways, covered patios or storage sheds when measuring the square footage—even if they are covered by a roof and have one or more (but less than four) walls.
12. **LAG Number.** Insert your NWMLS LAG number assigned to you when you first registered with NWMLS.
13. **Listing Firm Number.** Insert your NWMLS firm number.
14. **Possession.** Check the box that describes when the seller is willing to allow the buyer to take possession of the property. If none of the options describe when the seller is willing to transfer possession, select "see remarks" and briefly describe when the seller is willing to transfer possession. You should generally not put a specific date in the remarks section because it is difficult to predict when the sale will close and, as a result, the possession date could end up being prior to closing.
15. **Tax Year.** Insert the current tax year.
16. **Potential Terms.** You may check one or more of the boxes that apply to indicate which terms the seller is willing to accept. If "Assumable" is checked, make sure the current financing allows the seller to assign his or her rights.
17. **Owner's Name.** Insert the last name of the owner, followed by the first name. If there is more than one owner, insert the name of one of the owners.
18. **Owner's Phone.** You are required (as with all items preceded by a bullet (•)) to fill this in. Be sure it is the owner's phone number - do not insert your phone number.
19. **Occupant Type-Owner/Tenant/Vacant/Presale.** You must complete this item by indicating the present state of occupancy. Insert "owner" if the owner is presently occupying the house. Insert "tenant" if a tenant is occupying the house. Insert "vacant" if the house is unoccupied. Insert "presale" if the house is not substantially completed.

LISTING INPUT SHEET

20. **Occupant's Name.** Insert the last name of the occupant, followed by the first name.
21. **Phone to Show.** Insert the phone number of the person who should be contacted in order to show the house.
22. **3rd Party Approval Required.** You must check the box that applies. If the seller can sell the property without a third party approving the transaction, you should check "none." If the sale is a short sale (as defined in NWMLS Rule 11(a)(iii)) requiring lender approval, you should check "short sale." If the sale requires another type of third party approval such as a court, you should check "other – see remarks" and explain in the broker remarks the nature of the third party approval that is required.
23. **Bank/REO Owned.** If the property is owned by a bank – insert "yes" – otherwise, insert "no."
24. **Features.** You may check one or more of the boxes in each category up to the number indicated in parentheses "()."
25. **Style.** Insert the appropriate number from the "Style Code" drop-down menu.
26. **Foundation.** Be careful how the foundation is described. Keep in mind, buildings may have a combination of different foundations.
27. **Building Condition.** Be careful about how the building is described. Make sure the description is accurate.
28. **Green Building Info.** If the property is certified Built Green, LEED, or Northwest Energy Star, check the applicable box and insert the applicable score or rating. If the property is seeking certification in one of these programs, check the "other" box and describe the status of the certification in the remarks. If applicable, insert the Home Energy Rating System (HERS) index or the Energy Performance Score (EPS).

Please note that you can provide additional environmental information about the property using the Green Building Information Supplement (Form 6) and attaching that form to the listing in the MLS system.
29. **Finished.** Insert the approximate square footage, excluding garage, that is finished. Do not include attics and basement unless they are finished living spaces. For instance, if there is a furnace in the middle of the room or it is suitable only for storage, do not treat the room as a finished living space. Let your common sense guide you. See NWMLS Bulletin No. 15 on square footage.
30. **Unfinished.** Insert the approximate square footage in this field, excluding the garage, which is unfinished, but potentially livable. If the attic or basement has a ceiling which is too low for anyone but kids to walk around without bending over, do not include it in the unfinished or any other category. The test is whether it is potentially livable space. Such praises as "nice large storage attic" in the remarks section are common and should not result in any problem. Again, let your common sense guide your conclusions.
31. **Bus Routes.** Enter bus route numbers, separated by commas, no spaces. For Example: 230, 235, 710.

LISTING INPUT SHEET

32. **Approved Accessory Dwelling Unit.** The accessory dwelling unit should only be checked if the separate dwelling unit is an approved and permitted use.
33. **Marketing Remarks.** These comments will be published on the Internet. Make sure all comments are accurate and comply with state, federal and local fair housing laws. The comments should only include descriptions of the land and improvements.
34. **Confidential Broker Only Remarks.** These remarks are only intended for other brokers. Make sure these comments comply with state, federal and local fair housing laws. If you need additional space for these remarks, you may attach a document to the listing that includes “Additional Broker Remarks.”
35. **Driving Directions.** Insert driving directions to the property. Do not use links to Mapquest, Google Maps, etc.
36. **Initials and Date.** The listing input sheets must always be initialed and dated by the seller and listing broker.

This form must be completed before the seller initials it. Do not take the form back to your office and fill it in later. You are exposing yourself to potential legal problems. Sit down with the seller and fill it in, then, have the seller review it carefully and initial it.

SPECIAL CONSIDERATIONS FOR SPECIFIC TYPES OF PROPERTIES

1. Manufactured Homes (Form No. 3)

- a. **Special Sale Requirements.** Note: Form 3 is only for use with the sale of manufactured homes in conjunction with a lease or rental agreement of land. If the lot is being sold, use Form 1 for Residential Exclusive Listing Agreement. Real estate brokers cannot sell or lease a mobile home unless it is sold in conjunction with the sale, lease or rental of the land on which the mobile home is located. See the NWMLS Legal Bulletin No. 16 for more information.

2. Vacant Land (Form No. 5)

- a. **Special Problems.** Vacant land presents special issues such as dimensions, acres, septic/soils issues, availability of utilities, and platting or the lack of it. These issues demand extreme care and accuracy to avoid future problems.
- b. **Short Plats.** The law generally prohibits you and the seller from offering a portion of a property unless it has been short (or long) platted and the plat recorded. There is a special exception which permits parties to make an offer on a parcel of vacant land after the preliminary plat is approved, but prior to final approval and recording. However, special wording is required in the Purchase and Sale Agreement and the earnest money cannot be given to the seller until recording. See NWMLS’s Legal Bulletin No. 12 for more information.
- c. **Seller Disclosure Statement – Unimproved Residential Real Property** A seller must provide a Form 17C to a buyer of “unimproved residential real property,” which is defined as “property zoned for residential use that is not improved by residential dwelling units, a residential condominium, a residential timeshare, or a mobile home.” Property is “zoned for residential use” if any part of the property can be used for residential purposes (e.g. zoned for

LISTING INPUT SHEET

mixed commercial and residential use). Please see Legal Bulletin No. 175 and 182 for more information regarding Form 17C.

3. **Farm & Ranch (Form No. 8)**

- a. **Separate Form.** Use Form No. 8 for farms or ranch properties instead. Property is a "farm" or "ranch" if it contains a barn or silo, contains or boards livestock or contains or produces (for resale) crops, trees, orchards, grains or berries.

4. **Condominiums (Form No. 10)**

- a. **Declarations and Bylaws.** Condominiums are created by a recorded "Declaration" which is the equivalent of a plat. The Declaration contains many other legal matters affecting the sale and occupancy of each unit. In addition to the Declaration, the typical condominium is also subject to Bylaws, and Rules and Regulations.

The listing broker should consider getting copies of these documents from the seller at the time the property is listed for sale. The buyer should obtain copies of these documents too, preferably before making an offer, but certainly before closing.

- b. **Right of First Refusal.** It is common for condominium declarations to include a provision that the unit cannot be sold without first offering it for purchase by the Condominium Association. The terms and conditions of these options or rights of first refusal vary in their terms. Any parcel of real property can be subject to a right of first refusal, but condominiums are more commonly burdened by that property right. If the property is subject to a right of first refusal, that fact must be disclosed in the "Right of First Refusal" field of the listing input sheet. In addition, the seller must execute NWMLS Form 1R (Right of First Refusal Addendum to Listing Agreement). Refer to NWMLS Rule 11 for more information.
- c. **Legal Description.** Remember to include on the data input sheet all information required for the legal description, including the name of the condominium, the unit number, the recording number of the declaration and the county in which the condo is located.

5. **Multi-Family (Form No. 15)**

- a. **Listing Turn-In.** If you take a multi-family listing on an NWMLS form no matter how many units it contains, then you must turn it in to NWMLS.
- b. **Duplex, Triplex, Fourplex.** If the listing is a duplex, triplex, or fourplex, you must turn the listing into NWMLS pursuant to Rule 2.
- c. **Five or more units.** If the listing has five or more units, you are not required to turn the listing into NWMLS, unless you take the listing on a NWMLS listing agreement.

1 • Indicates Required information () Indicates Maximum Choice

LISTING # 2

ADDRESS

• County 3 • City 4 • ZIP Code + 4

• Area _____ • Community/District _____

• Street # (HSN) Modifier Direction • Street Name _____

Suffix _____ Post Direction _____ Unit # _____

LISTING

\$ _____

• Listing Price _____ • Listing Date _____ • Expiration Date _____ • Tax ID# _____ • Preliminary Title Ordered _____

LOCATION

Lot Number _____ Block _____ Plat/Subdivision/Building Name _____

_____ 5 Map Page 6 Top Map Coord. Side Map Coord. _____

MAP BOOK

PROPERTY INFORMATION

7 Prohibit Blogging 8 Allow Automated Valuation 9 Show Map Link Internet Advertising Show Address to Public

10 SOC (Selling Office Com.) _____ Selling Office Commission Comments (40 characters maximum) _____

• Year Built _____ Effective Year Built _____ Effective Year Built Source _____

11 ASF - Total (Square Feet) _____ • Lot Size (Square Feet) _____ • Lot Size Source _____

Virtual Tour URL (Please include http://) _____

BROKER INFORMATION

12 LAG Listing Broker ID# _____ Broker Name and Phone _____ 13 Listing Firm - ID# _____ Firm Name and Phone _____

Co Broker - ID# _____ CO Broker Name and Phone _____ Co Firm - ID# _____ Co Firm Name and Phone _____

LISTING INFORMATION

• Possession (3) 14 • Showing Information (10) • Potential Terms (10) 16

Closing Appointment Other Keybox Security System Assumable Lease/Purchase USDA

Negotiable Call Listing Office Owner-Call First See Remarks Cash Out Owner Financing VA

See Remarks Day Sleeper Pet in House Vacant Conventional Rehab Loan

Sub. Tenant's Rights Gate Code Needed Power Off Farm Home Loan See Remarks

MLS Keybox Renter-Call First FHA State Bond

15 Tax Year _____ \$ _____ • Annual Taxes _____ • Senior Exemption _____ Right of First Refusal _____

Monthly H.O. Dues _____ \$ _____ Monthly Rent _____ Form 17 _____

Listing Address:

LAG #

SCHOOL & OWNER INFO.

• School District

17

Elementary School

17

Junior High/Middle School

18

Senior High School

19

• Owner Name

21

Owner Name 2

• Owner's Phone

20

• Occupant Type
(Owner/Presale/Tenant/Vacant)

• Phone to Show

23

• Owner's City and State

22

• 3rd Party App. Req. (2)

- None
- Short Sale
- Other - See Remarks

• Occupant's Name

• Auction

• Bank Owned/REO

SITE INFORMATION

Lot Dimensions

24

Waterfront Footage (Feet)

Pool

Zoning Code

Zoning Jurisdiction

Lot Topog./Veg. (7)

- Brush
- Dune
- Equestrian
- Fruit Trees
- Garden Sp.
- Level
- Partial Slope
- Pasture
- Rolling
- Sloped
- Steep Slope
- Terraces
- Wooded

View (6)

- Bay
- Canal
- City
- Golf Course
- Jetty
- Lake
- Mountain
- Ocean
- Partial
- River
- See Remarks
- Sound
- Strait
- Territorial

aterfront (5)

- Bank-High
- Bank-Low
- Bank Medium
- Bay
- Bulkhead
- Canal
- Creek
- Jetty
- Lake
- No Bank
- Ocean
- River
- Saltwater
- Sound
- Strait
- Tideland Rights

Site Features (14)

- Arena-Indoor
- Arena-Outdoor
- Athletic Court
- Barn
- Boat House
- Cabana/Gazebo
- Cable TV
- Deck
- Disabled Access
- Dock
- Dog Run
- Fenced-Fully
- Fenced-Partially
- Gas Available

- Gated Entry
- Green House
- High Speed Internet
- Hot Tub/Spa
- Moorage
- Outbuildings
- Patio

- Propane
- RV Parking
- Shop
- Sprinkler System
- Stable

Lot Details (7)

- Alley
- Corner Lot
- Cul-de-sac
- Curbs
- Dead End St.
- Drought Res Landscape
- High Voltage Line
- Open Space
- Paved Street
- Secluded
- Sidewalk
- Value in Land

BUILDING INFORMATION

• Seller (2)

- Available
- None
- Septic
- Sewer Connected

• Basement (3)

- Daylight
- Fully Finished
- None
- Partially Finished
- Roughed In
- Unfinished

• Parking Type (4)

- Carport-Attached
- Carport-Detached
- Garage-Attached
- Garage-Detached
- None
- Off Street

• Approved # of Bedrooms (septic)

• Total Covered Parking

• Builder

• New Construction

New Construction State

• Building Information (3)

- Addl. Dwelling
- Built on Lot
- Manuf. Home
- Modular
- Planned Unit Dev
- Zero Lot Line

• Style Code

25

Manufactured Home Serial No.

Manufactured Home Manufacturer

Manufactured Home Model Number

• Exterior (4)

- Brick
- Cement Planked
- Cement/Concrete
- Log
- Metal/Vinyl
- See Remarks
- Stone
- Stucco
- Wood
- Wood Products

26

• Foundation (3)

- Concrete Block
- Concrete Ribbon
- Post & Block
- Post & Pillar
- Poured Concrete
- See Remarks
- Slab
- Tie down

• Roof (3)

- Built-up
- Cedar Shake
- Composition
- Flat
- Green (Living)
- Metal
- See Remarks
- Tile
- Torch Down

27

Building Condition

Architecture

INITIALS:

36

Seller

Date

36

Seller

Date

36

Broker

051 | Page

Date

Listing Address: _____

LAG # _____

GREEN BUILDING INFO

Green Certification (4) **28**

- Built Green™
- LEED™
- Northwest ENERGY STAR®
- Other - See Remarks

Built Green™ _____

LEED™ _____

Northwest ENERGY STAR® _____

Construction Methods (2)

- Advanced Wall
- Double Wall
- Ins. Concrete Form (ICF)
- Post & Beam
- Standard Frame
- Steel & Concrete
- Strawbale
- Structural Ins. Panel (SIPs)
- Tilt-up

EPS Energy Score (0-99,999kWh) _____

HERS Index Score (0-150) _____

INTERIOR FEATURES

(Approximate Square Footage Excluding Garage)

29

Finished _____

30

Unfinished _____

• Square Footage Source _____

Lower Fireplaces _____

Upper Fireplaces _____

Main Fireplaces _____

Type of Fireplace _____

Leased Equipment _____

Water Heater Type _____

Water Heater Location _____

• **Energy Source (6)**

- Electric
- Geothermal
- Ground Source
- Natural Gas
- Oil
- Pellet
- Propane
- See Remarks
- Solar (Unspecified)
- Solar Hot Water
- Solar PV
- Wood

• **Heating/Cooling (8)**

- 90%+ High Efficiency
- Baseboard
- Central A/C
- Ductless HP-Mini Split
- Forced Air
- Heat Pump
- HEPA Air Filtration
- High Efficiency (Unspecified)
- Hot Water Recirc Pump
- HRV/ERV System
- Insert
- None
- Other - See Remarks
- Radiant
- Radiator
- Stove/Free Standing
- Tankless Water Heater
- Wall

Floor Covering (5)

- Bamboo/Cork
- Ceramic Tile
- Concrete
- Fir/Softwood
- Hardwood
- Laminate
- Other Renewable
- See Remarks
- Slate
- Vinyl
- Wall to Wall Carpet

Interior Features (16)

- 2nd Kitchen
- 2nd Mstr BR
- Bath Off Master
- Built-in Vacuum
- Ceiling Fan(s)
- Dbl Pane/Strm Windw
- Dining Room
- Disabled Access
- FP in Mstr BR
- French Doors
- High Tech Cabling
- Hot Tub/Spa
- Jetted Tub
- Loft
- Sauna
- Security System
- Skylights
- Solarium/Atrium
- Vaulted Ceilings
- Walk-in Pantry
- Walk-in Closet
- Wet Bar
- Wine Cellar
- Wired for Generator

Appliances That Stay (10)

- Dishwasher
- Double Oven
- Dryer
- Garbage Disposal
- Microwave
- Range/Oven
- Refrigerator
- See Remarks
- Trash Compactor
- Washer

UTILITY/COMMUNITY

Community Features (8)

- Age Restriction
- Airfield
- Boat Launch
- CCRs
- Clubhouse
- Community Waterfront/
Pvt. Beach Access
- Golf Course
- Tennis Courts

• **Water Source (3)**

- Community
- Individual Well
- Lake
- Private
- Public
- See Remarks
- Shared Well
- Shares
- Well Needed

Water Company _____

Power Company _____

Sewer Company _____

31

Bus Line Nearby _____

Bus Route Number _____

INITIALS:

36

Seller _____

Date _____

36

Seller _____

Date _____

36

Broker _____

Date _____

Listing Address: _____

LAG # _____

ROOM LOCATION

• Level (1) U for Upper M for Main L for Lower S for Split G for Garage

| | | | | | |
|-----------------------|-------|----------------------|-------|-----------------|-------|
| Entr | _____ | Kit w/o Eating Space | _____ | Extra Fin. Room | _____ |
| Living Room | _____ | Master Bedroom | _____ | Rec Room | _____ |
| Dining Room | _____ | Bonus Room | _____ | Family Room | _____ |
| Kit with Eating Space | _____ | Den/Office | _____ | Great Room | _____ |

No. of Bedrooms U ___ M ___ L ___ Utility Room U ___ M ___ L ___ G ___

No. of Full Baths U ___ M ___ L ___ G ___ **32** Approved Accessory Dwelling Unit U ___ M ___ L ___

No. of ³/₄ Baths U ___ M ___ L ___ G ___

No. of ¹/₂ Baths U ___ M ___ L ___ G ___

REMARKS

Marketing Remarks. CAUTION! The comments you make in the following lines are limited to descriptions of the land and improvements only. These remarks will appear in the client handouts and websites. (500)

33

Confidential Broker-Only Remarks. Comments in this category are for broker's use only. (250)

34

• **Driving Directions to Property** (200)

35

• Indicates Required information () Indicates Maximum Choice

LISTING #

ADDRESS

| | | | | | |
|-------------------------|-----------------|-----------------------------|-----------------------|-----------------------|---------------|
| • County | | • City | | • ZIP Code + 4 | |
| • Area | | • Community/District | | | |
| • Street # (HSN) | Modifier | Direction | • Street Name | | |
| Suffix | | | Post Direction | | Unit # |

LISTING

| | | | | |
|---|---------------------------------|--------------------------|---|------------------|
| \$ | • Listing Price | • Listing Date | • Expiration Date | • Tax ID# |
| • Owner Name | Owner Name 2 | • Owner's Phone | • Occupant Type (Owner/Presale/Tenant/Vacant) | |
| • Phone to Show | • Owner's City and State | • Occupant's Name | • Bank Owned/REO | • Auction |
| • 3rd Party Aprvl Req. (2) <input type="checkbox"/> None <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Short Sale | | | | |

LOCATION

| | | | |
|------------------|--------------------------------|-----------------------|----------------------------|
| Park Name | Number of Homes in Park | Manager's Name | Manager's Phone No. |
| MAP BOOK | Map Page | Top Map Coord. | Side Map Coord. |

PROPERTY INFORMATION

| | | | | |
|--|---|-------------------------------|-------------------------------|---------------------------------|
| • Prohibit Blogging | • Allow Automated Valuation | • Show Map Link | • Internet Advertising | • Show Address to Public |
| • SOC (Selling Office Com.) | Selling Office Commission Comments (40 characters maximum) | | | |
| • Year Built | • ASF - Total (Square Feet) | Lot Size (Square Feet) | Lot Size Source | • No. of Bedrooms |
| Virtual Tour URL (Please include http://) | | | | |

BROKER INFORMATION

| | | | |
|------------------------------------|---------------------------------|---------------------------|-------------------------------|
| • LAG Listing Broker ID# | Broker Name and Phone | Listing Firm - ID# | Firm Name and Phone |
| Co Broker - ID# | CO Broker Name and Phone | Co Firm - ID# | Co Firm Name and Phone |

LISTING INFORMATION

| | | | | |
|---|---|---|---|---|
| • Possession (3) <input type="checkbox"/> Closing <input type="checkbox"/> Negotiable <input type="checkbox"/> See Remarks <input type="checkbox"/> Sub. Tenant's Rights | • Showing Information (10) <input type="checkbox"/> Appointment <input type="checkbox"/> Call Listing Office <input type="checkbox"/> Day Sleeper <input type="checkbox"/> Gate Code Needed <input type="checkbox"/> MLS Keybox | <input type="checkbox"/> Other Keybox <input type="checkbox"/> Owner-Call First <input type="checkbox"/> Pet in House <input type="checkbox"/> Power Off | <input type="checkbox"/> Renter-Call First <input type="checkbox"/> Security System <input type="checkbox"/> See Remarks <input type="checkbox"/> Vacant | • Potential Terms (6) <input type="checkbox"/> Assumable <input type="checkbox"/> Cash Out <input type="checkbox"/> Conventional <input type="checkbox"/> FHA <input type="checkbox"/> Lease/Purchase <input type="checkbox"/> Owner Financing |
| • Form 17 | Tax Year | \$ Annual Taxes | Senior Exemption | Right of First Refusal |

INITIALS:

Seller

Date

Seller

Date

Broker

Date

| | | | |
|---|--|---|---|
| PARK / SITE AMENITIES | | Listing Address: | LAG # |
| Park Approval for Sale \$ _____ | | Unit Can Stay After Sale | Age Restriction |
| Space Rent per Month | | Space Rent Includes (5) <input type="checkbox"/> Water <input type="checkbox"/> Cable/TV <input type="checkbox"/> Sewer <input type="checkbox"/> See Remarks <input type="checkbox"/> Garbage | Lot Dimensions (Feet) |
| Lot Details (5) <input type="checkbox"/> Alley <input type="checkbox"/> High Voltage Line <input type="checkbox"/> Corner Lot <input type="checkbox"/> Open Space <input type="checkbox"/> Cul-de-sac <input type="checkbox"/> Paved Street <input type="checkbox"/> Curbs <input type="checkbox"/> Secluded <input type="checkbox"/> Dead End St. <input type="checkbox"/> Sidewalk | | Waterfront (5) <input type="checkbox"/> Bank-High <input type="checkbox"/> Canal <input type="checkbox"/> Ocean <input type="checkbox"/> Bank-Low <input type="checkbox"/> Creek <input type="checkbox"/> River <input type="checkbox"/> Bank Medium <input type="checkbox"/> Jetty <input type="checkbox"/> Saltwater <input type="checkbox"/> Bay <input type="checkbox"/> Lake <input type="checkbox"/> Sound <input type="checkbox"/> Bulkhead <input type="checkbox"/> No Bank <input type="checkbox"/> Strait | View (5) <input type="checkbox"/> Bay <input type="checkbox"/> Partial <input type="checkbox"/> Canal <input type="checkbox"/> River <input type="checkbox"/> City <input type="checkbox"/> See Remarks <input type="checkbox"/> Golf Course <input type="checkbox"/> Sound <input type="checkbox"/> Jetty <input type="checkbox"/> Strait <input type="checkbox"/> Lake <input type="checkbox"/> Territorial <input type="checkbox"/> Mountain <input type="checkbox"/> Ocean |
| Park Amenities(12) <input type="checkbox"/> BBQs <input type="checkbox"/> Exercise Room <input type="checkbox"/> Playground <input type="checkbox"/> Clubhouse <input type="checkbox"/> Golf <input type="checkbox"/> Recreational Area <input type="checkbox"/> Common Area <input type="checkbox"/> Hg Speed Int Avail <input type="checkbox"/> RV Parking <input type="checkbox"/> Comm. Waterfront <input type="checkbox"/> Laundry <input type="checkbox"/> Sauna <input type="checkbox"/> Security Gate <input type="checkbox"/> Tennis Court <input type="checkbox"/> Sidewalks <input type="checkbox"/> Trails <input type="checkbox"/> Spa/Hot Tub <input type="checkbox"/> Pool | | Free and Clear | |
| | | Cats/Dogs (3) <input type="checkbox"/> Cats Only <input type="checkbox"/> No Restrictions <input type="checkbox"/> Dogs Only <input type="checkbox"/> See Remarks <input type="checkbox"/> No Dogs or Cats <input type="checkbox"/> Subject to Restrictions | |

| | | | | |
|--|-------------------------------------|--|--|--|
| BUILDING INFORMATION | | | | |
| Parking Type (3) <input type="checkbox"/> Carport <input type="checkbox"/> Uncovered <input type="checkbox"/> Individual Garage | | | | |
| No. of Assigned Spaces | | Style Code | | |
| Square Footage Source | Manufactured Home Serial No. | Manufactured Home Model No. | Manufactured after 6/15/1976 | |
| Manufactured Home Manufacturer | | Roof (3) <input type="checkbox"/> Built-up <input type="checkbox"/> Flat <input type="checkbox"/> See Remarks <input type="checkbox"/> Cedar Shake <input type="checkbox"/> Green (Living) <input type="checkbox"/> Tile <input type="checkbox"/> Composition <input type="checkbox"/> Metal <input type="checkbox"/> Torch Down | Exterior (4) <input type="checkbox"/> Brick <input type="checkbox"/> Log <input type="checkbox"/> Stone <input type="checkbox"/> Wood <input type="checkbox"/> Cement Planked <input type="checkbox"/> Metal/Vinyl <input type="checkbox"/> Stucco <input type="checkbox"/> Products <input type="checkbox"/> Cement/Concrete <input type="checkbox"/> Other <input type="checkbox"/> Wood | |
| Storage No. | Storage Location | Skirting Material | | |

| | | | |
|--|--|--|--|
| INTERIOR FEATURES | | | |
| Leased Equipment | | Water Heater Type | |
| Water Heater Location | | Heating/Cooling (8) <input type="checkbox"/> 90%+ High Efficiency <input type="checkbox"/> HRV/ERV System <input type="checkbox"/> Baseboard <input type="checkbox"/> Insert <input type="checkbox"/> Central A/C <input type="checkbox"/> None <input type="checkbox"/> Ductless HP-Mini Split <input type="checkbox"/> Radiant <input type="checkbox"/> Forced Air <input type="checkbox"/> Radiator <input type="checkbox"/> Heat Pump <input type="checkbox"/> Stove/Free Standing <input type="checkbox"/> HEPA Air Filtration <input type="checkbox"/> Tankless Water Heater <input type="checkbox"/> High Efficiency (Unspecified) <input type="checkbox"/> Wall <input type="checkbox"/> Hot Water Recirc Pump | |
| Building Condition | | Energy Source (6) <input type="checkbox"/> Electric <input type="checkbox"/> Propane <input type="checkbox"/> Geothermal <input type="checkbox"/> See Remarks <input type="checkbox"/> Ground Source <input type="checkbox"/> Solar (Unspecified) <input type="checkbox"/> Natural Gas <input type="checkbox"/> Solar Hot Water <input type="checkbox"/> Oil <input type="checkbox"/> Solar PV <input type="checkbox"/> Pellet <input type="checkbox"/> Wood | |
| Floor Covering (4) <input type="checkbox"/> Ceramic Tile <input type="checkbox"/> Hardwood <input type="checkbox"/> Slate <input type="checkbox"/> Concrete <input type="checkbox"/> Laminate <input type="checkbox"/> Vinyl <input type="checkbox"/> Fir/Softwood <input type="checkbox"/> See Remarks <input type="checkbox"/> Wall to Wall Carpet | | Foundation (3) <input type="checkbox"/> Concrete Perimeter <input type="checkbox"/> Post & Pillar <input type="checkbox"/> Concrete Ribbon <input type="checkbox"/> See Remarks <input type="checkbox"/> Concrete Slab <input type="checkbox"/> Tie down | |
| Manufactured Home Features (14) <input type="checkbox"/> Awnings <input type="checkbox"/> FP in Mstr BR <input type="checkbox"/> Security System <input type="checkbox"/> Bath Off Master <input type="checkbox"/> Hot Tub/Spa <input type="checkbox"/> Skylights <input type="checkbox"/> Ceiling Fan(s) <input type="checkbox"/> Jetted/Soaking Tub <input type="checkbox"/> Vaulted Ceilings <input type="checkbox"/> Disabled Access <input type="checkbox"/> Landscaped <input type="checkbox"/> Walk-in Closet <input type="checkbox"/> Dbl Pane/Strm Windw <input type="checkbox"/> Patio/Porch/Deck <input type="checkbox"/> Wet Bar <input type="checkbox"/> Drapes <input type="checkbox"/> Sauna | | Appliances That Stay (10) <input type="checkbox"/> Dishwasher <input type="checkbox"/> Refrigerator <input type="checkbox"/> Double Oven <input type="checkbox"/> See Remarks <input type="checkbox"/> Dryer <input type="checkbox"/> Trash Compactor <input type="checkbox"/> Garbage Disposal <input type="checkbox"/> Washer <input type="checkbox"/> Microwave <input type="checkbox"/> Range/Oven | |

INTERIOR FEATURES

Listing Address: _____

LAG # _____

Total No. of Fireplaces _____

Type of Fireplace _____

L&I Inspected _____

No. of Full Bathrooms (1.0) _____

No. of 3/4 Bathrooms (.75) _____

No. of 1/2 Bathrooms (.50) _____

Other Rooms (8)

- Dining Room Extra Finished Room Kitchen With Eating Space Living Room
 Entry Family Room Kitchen Without Eating Space Utility Room

UTILITY / SCHOOL / COMMUNITY

Water Source (3)

- Community Lake Public Shared Well Well Needed
 Individual Well Private See Remarks Shares

Water Company _____

Power Company _____

Sewer Company _____

• School District _____

Elementary School _____

Junior High/Middle School _____

Senior High School _____

Bus Line Nearby _____

REMARKS

Marketing Remarks. CAUTION! The comments you make in the following lines are limited to descriptions of the land and improvements only. These remarks will appear in the client handouts and websites. (500)

Confidential Broker-Only Remarks. Comments in this category are for broker's use only. (250)

• **Driving Directions to Property** (200)

INITIALS:

Seller _____

Date _____

Seller _____

Date _____

Broker _____

Date _____

• Indicates Required information () Indicates Maximum Choice

LISTING #

ADDRESS

• County _____ • City _____ • ZIP Code _____ + 4

• Area _____ • Community/District _____

• Street # (HSN) _____ Modifier _____ Direction _____ • Street Name _____

Suffix _____ Post Direction _____ Unit # _____

LISTING

\$ _____

• Listing Price _____ • Listing Date _____ • Expiration Date _____ • Tax ID# _____ • Preliminary Title Ordered _____

LOCATION

Lot Number _____ Block _____ Plat/Subdivision/Building Name _____

• 3rd Party Approval Required (2)
 None Other - See Remarks Short Sale

• Bank Owned/REO _____ • Auction _____

MAP BOOK _____ Map Page _____ Top Map Coord. _____ Side Map Coord. _____

PROPERTY INFORMATION

• Owner Name _____ Owner Name 2 _____ • Owner's Phone _____ • Owner's City and State _____

• Lot Size (Square Feet) _____ • Lot Size Source _____

• Prohibit Blogging _____ • Allow Automated Valuation _____ • Show Map Link _____ • Internet Advertising _____ • Show Address to Public _____

• SOC (Selling Office Com.) _____ Selling Office Commission Comments (40 characters maximum) _____ Virtual Tour URL (Please include http://) _____

BROKER INFORMATION

• LAG _____ Broker Name and Phone _____ Listing Firm - ID# _____ Firm Name and Phone _____
Listing Broker ID#

Co Broker - ID# _____ CO Broker Name and Phone _____ Co Firm - ID# _____ Co Firm Name and Phone _____

LISTING INFORMATION

• Style Code _____

Restrictions (4)
 CC&R
 NO Manufactured Homes
 Manufactured Homes OK
 No Restrictions
 Timber Clause
 Unknown
 See Remarks

Senior Exemption _____ Right of First Refusal _____

Term Remarks (40 characters maximum) _____

General Zoning Classification (6)
 Agricultural Forestry Office
 Business Industrial Residential
 Commercial Industrial-Light Retail
 Farm & Ranch Multi-Family See Remarks

• Possession (3)
 Closing
 Negotiable
 See Remarks
 Sub. Tenant's Rights

• Form 17 _____ • Sketch Submitted _____ Tax Year _____ Annual Taxes \$ _____

Assessment Fees (6)
 Electric Road Water
 Gas School See Remarks
 Parks Sewer

• Zoning Jurisdiction _____ Zoning Code _____

• Potential Terms (10)
 Assumable Owner Financing
 Cash Out Rehab Loan
 Conventional See Remarks
 Farm Home Loan State Bond
 FHA VA
 Lease/Purchase

SITE INFORMATION Listing Address: _____ LAG # _____

| | | |
|--|---|--|
| <p>Quarter (Sec/Twn/Rng)</p> <hr/> <p>Reports/Documents Completed (9)</p> <input type="checkbox"/> CCRs <input type="checkbox"/> Wetland Delineation <input type="checkbox"/> Drainage <input type="checkbox"/> See Remarks <input type="checkbox"/> Geotech <input type="checkbox"/> Road Agreement <input type="checkbox"/> Septic "As Built" <input type="checkbox"/> Topographical <input type="checkbox"/> Well Agreement | <p>Lot Dimensions (Feet)</p> <hr/> <p>Waterfront (5)</p> <input type="checkbox"/> Bank-High <input type="checkbox"/> Lake <input type="checkbox"/> Bank-Low <input type="checkbox"/> No Bank <input type="checkbox"/> Bank Medium <input type="checkbox"/> Ocean <input type="checkbox"/> Bay <input type="checkbox"/> River <input type="checkbox"/> Bulkhead <input type="checkbox"/> Saltwater <input type="checkbox"/> Canal <input type="checkbox"/> Sound <input type="checkbox"/> Creek <input type="checkbox"/> Strait <input type="checkbox"/> Jetty <input type="checkbox"/> Tideland Rights | <p>Waterfront Footage (Feet)</p> <hr/> <p>View (5)</p> <input type="checkbox"/> Bay <input type="checkbox"/> Ocean <input type="checkbox"/> Canal <input type="checkbox"/> Partial <input type="checkbox"/> City <input type="checkbox"/> River <input type="checkbox"/> Golf Course <input type="checkbox"/> See Remarks <input type="checkbox"/> Jetty <input type="checkbox"/> Sound <input type="checkbox"/> Lake <input type="checkbox"/> Strait <input type="checkbox"/> Mountain <input type="checkbox"/> Territorial |
| <p>Lot Details (7)</p> <input type="checkbox"/> Alley <input type="checkbox"/> Paved Street <input type="checkbox"/> Corner Lot <input type="checkbox"/> Secluded <input type="checkbox"/> Cul-de-sac <input type="checkbox"/> Sidewalk <input type="checkbox"/> Curbs <input type="checkbox"/> Dead End Street <input type="checkbox"/> High Voltage Line <input type="checkbox"/> Open Space | <p>Improvements (10)</p> <input type="checkbox"/> Barn <input type="checkbox"/> Fenced-Partially <input type="checkbox"/> Boat House <input type="checkbox"/> Garage <input type="checkbox"/> Cabana/Gazebo <input type="checkbox"/> Outbuilding(s) <input type="checkbox"/> Cable TV Avail <input type="checkbox"/> Shop <input type="checkbox"/> Dock <input type="checkbox"/> Stable <input type="checkbox"/> Dwelling <input type="checkbox"/> Fenced-Fully | <p>Property Features (12)</p> <input type="checkbox"/> Brush <input type="checkbox"/> Lightly Treed <input type="checkbox"/> Comm. Grade Timber <input type="checkbox"/> ORV Trails <input type="checkbox"/> Corners Flagged <input type="checkbox"/> Partially Cleared <input type="checkbox"/> Dune Grasses <input type="checkbox"/> Pasture Land <input type="checkbox"/> Evergreens <input type="checkbox"/> Pond <input type="checkbox"/> Garden/Fruit Trees <input type="checkbox"/> Recreational <input type="checkbox"/> Heavily Forested <input type="checkbox"/> Riding Trails <input type="checkbox"/> Irrigation <input type="checkbox"/> Stream/Creek |
| <p>Topography (5)</p> <input type="checkbox"/> Cliffs <input type="checkbox"/> See Remarks <input type="checkbox"/> Fill Needed <input type="checkbox"/> Sloped <input type="checkbox"/> Gullies <input type="checkbox"/> Swale <input type="checkbox"/> Level <input type="checkbox"/> Rolling | <p>Road Information (5)</p> <input type="checkbox"/> Access Easement <input type="checkbox"/> Privately Maintained <input type="checkbox"/> County Maintained <input type="checkbox"/> Recorded Maint. Agrm <input type="checkbox"/> County Right of Way <input type="checkbox"/> Trail Permit <input type="checkbox"/> Gravel <input type="checkbox"/> See Remarks <input type="checkbox"/> Paved | <p>_____</p> <p>Road on which side of Property</p> |
| <p>Slopes Down to The (40 characters maximum)</p> | <p>Level (40 characters maximum)</p> | |

UTILITY / SCHOOL / COMMUNITY

| | | |
|--|--|--|
| <p>Community Features (9)</p> <input type="checkbox"/> Age Restriction <input type="checkbox"/> Gated Entry <input type="checkbox"/> Airfield <input type="checkbox"/> Golf Course <input type="checkbox"/> Boat Launch <input type="checkbox"/> Tennis Courts <input type="checkbox"/> CCRs <input type="checkbox"/> Clubhouse <input type="checkbox"/> Community Waterfront/Pvt Beach Access | <p>Water (5)</p> <input type="checkbox"/> Available <input type="checkbox"/> On Property <input type="checkbox"/> Well Needed <input type="checkbox"/> Community Well <input type="checkbox"/> Private Well <input type="checkbox"/> Well Site Approved <input type="checkbox"/> Drilled Well <input type="checkbox"/> Share Available <input type="checkbox"/> In Street <input type="checkbox"/> Shared Well <input type="checkbox"/> Lake <input type="checkbox"/> Unknown <input type="checkbox"/> Not Available <input type="checkbox"/> Water Rights | <p>Water Jurisdiction</p> <hr/> <p>Sewer (2)</p> <input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> In Street <input type="checkbox"/> On Property |
| <p>Gas</p> <hr/> <p>Septic System Installed</p> <hr/> <p>Soil Test Date</p> <hr/> <p>Septic Design Exp. Date</p> <hr/> <p>Easements</p> <hr/> | <p>Electricity</p> <hr/> <p>Septic Approved for # of Bedrooms</p> <hr/> <p>Septic Design Applied For</p> <hr/> <p>Septic System Type</p> <hr/> <p>Homeowner Dues Include</p> <input type="checkbox"/> Common Area Maintenance <input type="checkbox"/> See Remarks <input type="checkbox"/> Concierge <input type="checkbox"/> Snow Removal <input type="checkbox"/> Lawn Service <input type="checkbox"/> Road Maintenance <input type="checkbox"/> Security Services | <p>Soil Feasibility Test Available</p> <hr/> <p>Septic Design Apprv. Date</p> <hr/> <p>Survey Information</p> <hr/> <p style="text-align: right;">\$ _____</p> <p style="text-align: right;">Monthly Homeowners Dues</p> |

UTILITY / SCHOOL / COMMUNITY

Listing Address:

LAG #

• School District

Elementary School

Junior High/Middle School

Senior High School

REMARKS

Marketing Remarks. CAUTION! The comments you make in the following lines are limited to descriptions of the land and improvements only. These remarks will appear in the client handouts and websites. (500)

Confidential Broker-Only Remarks. Comments in this category are for broker's use only. (250)

• Driving Directions to Property (200)

• Indicates Required information () Indicates Maximum Choice

LISTING #

ADDRESS

• **County** _____ • **City** _____ • **ZIP Code** _____ + 4

• **Area** _____ • **Community/District** _____

• **Street # (HSN)** _____ **Modifier** _____ **Direction** _____ • **Street Name** _____

Suffix _____ **Post Direction** _____ **Unit #** _____

LISTING

\$ _____

• **Listing Price** _____ • **Listing Date** _____ • **Expiration Date** _____ • **Tax ID#** _____ • **Preliminary Title Ordered** _____

LOCATION

Elevation (Feet) _____ **Lot Number** _____ **Block** _____ **Plat/Subdivision/Building Name** _____

MAP BOOK _____ **Map Page** _____ **Top Map Coord.** _____ **Side Map Coord.** _____

PROPERTY INFORMATION

• **Prohibit Blogging** _____ • **Allow Automated Valuation** _____ • **Show Map Link** _____ • **Internet Advertising** _____ • **Show Address to Public** _____

• **SOC (Selling Office Com.)** _____ **Selling Office Commission Comments (40 characters maximum)** _____

Year Built _____ **Effective Year Built** _____ **Effective Year Built Source** _____

• **ASF - Total (Square Feet)** _____ • **Lot Size (Square Feet)** _____ • **Lot Size Source** _____

Virtual Tour URL (Please include http://) _____

BROKER INFORMATION

• **LAG** _____ **Broker Name and Phone** _____ **Listing Firm - ID#** _____ **Firm Name and Phone** _____
Listing Broker ID#

Co Broker - ID# _____ **CO Broker Name and Phone** _____ **Co Firm- ID#** _____ **Co Firm Name and Phone** _____

LISTING INFORMATION

• **Form 17** _____ **Right of First Refusal** _____

• **Possession (3)**
 Closing See Remarks
 Negotiable Sub. Tenant's Rights

• **Showing Information (10)**
 Appointment MLS Keybox Power Off Vacant
 Call Listing Office Other Keybox Renter-Call First
 Day Sleeper Owner-Call First Security System
 Gate Code Needed Pet in House See Remarks

• **Potential Terms (10)**
 Assumable FHA See Remarks
 Cash Out Lease/Purchase State Bond
 Conventional Owner Financing USDA
 Farm Home Loan Rehab Loan VA

SCHOOL & OWNER INFO.

School District _____ **Elementary School** _____ **Junior High/Middle School** _____ **Senior High School** _____

SCHOOL & OWNER INFO.

Listing Address: _____

LAG # _____

| | | | |
|-------------------------|---|---|--------------------------------|
| • Owner Name _____ | Owner Name 2 _____ | • Owner's Phone _____ | • Owner's City and State _____ |
| • Occupant's Name _____ | Occupant Type <small>(Owner/Presale/Tenant/Vacant)</small> _____ | • Phone to Show _____ | |
| | • Bank Owned/REO _____ | • 3rd Party Aprvl Req. (2) <input type="checkbox"/> None <input type="checkbox"/> Short Sale <input type="checkbox"/> Other - See Remarks _____ | • Auction _____ |

SITE INFORMATION

Sewer (2)
 Available Septic Sewer Connected

Aprvd # of Bedrooms (septic) _____

BUILDING INFORMATION

| | | | |
|---|------------------------------------|--|-----------------------------------|
| Architecture _____ | Manufactured Home Serial No. _____ | Manufactured Home Manufacturer _____ | Manufactured Home Model No. _____ |
| Building Information (3) <input type="checkbox"/> Addl. Dwelling <input type="checkbox"/> Manufd. Home <input type="checkbox"/> Planned Unit Dev <input type="checkbox"/> Built on Lot <input type="checkbox"/> Modular <input type="checkbox"/> Zero Lot Line | | Parking Type (4) <input type="checkbox"/> Carport-Attached <input type="checkbox"/> Garage-Attached <input type="checkbox"/> None <input type="checkbox"/> Carport-Detached <input type="checkbox"/> Garage-Detached <input type="checkbox"/> Off Street | Total Covered Parking _____ |
| • New Construction _____ | New Construction State _____ | Foundation (3) <input type="checkbox"/> Concrete Block <input type="checkbox"/> Post & Block <input type="checkbox"/> Poured Concrete <input type="checkbox"/> Slab <input type="checkbox"/> Concrete Ribbon <input type="checkbox"/> Post & Pillar <input type="checkbox"/> See Remarks <input type="checkbox"/> Tie down | |
| Roof (3) <input type="checkbox"/> Built-up <input type="checkbox"/> Flat <input type="checkbox"/> See Remarks <input type="checkbox"/> Cedar Shake <input type="checkbox"/> Green (Living) <input type="checkbox"/> Tile <input type="checkbox"/> Composition <input type="checkbox"/> Metal <input type="checkbox"/> Torch Down | | Exterior (4) <input type="checkbox"/> Brick <input type="checkbox"/> Log <input type="checkbox"/> Stone <input type="checkbox"/> Wood Products <input type="checkbox"/> Cement Planked <input type="checkbox"/> Metal/Vinyl <input type="checkbox"/> Stucco <input type="checkbox"/> Cement/Concrete <input type="checkbox"/> See Remarks <input type="checkbox"/> Wood | |

INTERIOR FEATURES

Interior Features (14)
 2nd Kitchen Built-in Vacuum Disabled Access French Doors Jetted Tub Skylights Wet Bar
 2nd Master BR Ceiling Fan(s) Extra Room High Tech Cabling Pantry Solarium/Atrium Wired for Generator
 3rd Master BR Dbl Pane/Strm Window Family/Rec Room Hot Tub/Spa Sauna Vaulted Ceilings
 Bath Off Master Dining Room FP in Mstr BR Intercom Sec. System Walk-in Closet

| | | | |
|-------------------------------|------------------------------|-------------------------------|-------------------------|
| Lower Fireplaces _____ | Upper Fireplaces _____ | Main Fireplaces _____ | Type of Fireplace _____ |
| No. of Upper Bedrooms _____ | No. of Main Bedrooms _____ | No. of Lower Bedrooms _____ | |
| No. of Upper Full Baths _____ | No. of Main Full Baths _____ | No. of Lower Full Baths _____ | No. of Full Baths _____ |
| No. of 3/4 Upper Baths _____ | No. of 3/4 Main Baths _____ | No. of 3/4 Lower Baths _____ | No. of 3/4 Baths _____ |
| No. of 1/2 Upper Baths _____ | No. of 1/2 Main Baths _____ | No. of 1/2 Lower Baths _____ | No. of 1/2 Baths _____ |

(Approximate Square Footage Excluding Garage)

| | | |
|---|--|--|
| Energy Source (6) <input type="checkbox"/> Electric <input type="checkbox"/> Solar Hot Water <input type="checkbox"/> Geothermal <input type="checkbox"/> Solar PV <input type="checkbox"/> Ground Source <input type="checkbox"/> Wood <input type="checkbox"/> Natural Gas <input type="checkbox"/> Oil <input type="checkbox"/> Pellet <input type="checkbox"/> Propane <input type="checkbox"/> See Remarks <input type="checkbox"/> Solar (Unspecified) | Heating/Cooling (8) <input type="checkbox"/> 90%+ High Efficiency <input type="checkbox"/> Baseboard <input type="checkbox"/> Central A/C <input type="checkbox"/> Ductless HP-Mini Split <input type="checkbox"/> Forced Air <input type="checkbox"/> Heat Pump <input type="checkbox"/> HEPA Air Filtration <input type="checkbox"/> High Efficiency (Unspecified) <input type="checkbox"/> Hot Water Recirc Pump | • Square Footage Source <input type="checkbox"/> HRV/ERV System <input type="checkbox"/> Insert <input type="checkbox"/> None <input type="checkbox"/> Radiant <input type="checkbox"/> Radiator <input type="checkbox"/> Stove/Free Standing <input type="checkbox"/> Tankless Water Heater <input type="checkbox"/> Wall <input type="checkbox"/> Window Unit A/C |
| Basement (3) <input type="checkbox"/> Daylight <input type="checkbox"/> None <input type="checkbox"/> Roughed In <input type="checkbox"/> Fully Finished <input type="checkbox"/> Partially Finished <input type="checkbox"/> Unfinished | Appliances That Stay (10) <input type="checkbox"/> Dishwasher <input type="checkbox"/> Double Oven <input type="checkbox"/> Dryer <input type="checkbox"/> Garbage Disposal <input type="checkbox"/> Microwave <input type="checkbox"/> Range/Oven <input type="checkbox"/> Refrigerator <input type="checkbox"/> See Remarks <input type="checkbox"/> Trash Compactor <input type="checkbox"/> Washer | • Style Code _____ |
| | | Remodeled/Updated _____ |

| | | |
|---|---|---|
| GREEN BUILDING INFO | Listing Address: | LAG # |
| Green Certification (4) | | |
| <input type="checkbox"/> Built Green™ | <input type="checkbox"/> LEED™ | <input type="checkbox"/> Northwest ENERGY STAR® |
| <input type="checkbox"/> Other - See Remarks | Built Green™ | LEED™ |
| Construction Methods (2) | | |
| <input type="checkbox"/> Advanced Wall | <input type="checkbox"/> Steel & Concrete | <input type="checkbox"/> Northwest ENERGY STAR® |
| <input type="checkbox"/> Double Wall | <input type="checkbox"/> Strawbale | |
| <input type="checkbox"/> Ins. Concrete Form (ICF) | <input type="checkbox"/> Structural Ins. Panel (SIPs) | EPS Energy Score (0-99,999kWh) |
| <input type="checkbox"/> Post & Beam | <input type="checkbox"/> Tilt-up | HERS Index Score (0-150) |
| <input type="checkbox"/> Standard Frame | | |

| | | | |
|---|---|---|--|
| FARM INFORMATION | | | |
| Farm Type (4) | | Livestock Type (6) | |
| <input type="checkbox"/> Berry | <input type="checkbox"/> Livestock | <input type="checkbox"/> Cattle | <input type="checkbox"/> Poultry |
| <input type="checkbox"/> Crop | <input type="checkbox"/> Nursery | <input type="checkbox"/> Dairy | <input type="checkbox"/> Sheep |
| <input type="checkbox"/> Equestrian | <input type="checkbox"/> Orchard | <input type="checkbox"/> Hog | <input type="checkbox"/> Included in Sale |
| <input type="checkbox"/> Land Only | <input type="checkbox"/> Tree | <input type="checkbox"/> Horse | <input type="checkbox"/> See Livestock Comments |
| <input type="checkbox"/> Vineyard | <input type="checkbox"/> See Remarks | | |
| Barn Type (3) | | Barn Size (Square Feet) | |
| <input type="checkbox"/> Grain | <input type="checkbox"/> See Comments | Barn Features (8) | |
| <input type="checkbox"/> Hay | | <input type="checkbox"/> Box Stalls | <input type="checkbox"/> Multiple Storage |
| <input type="checkbox"/> Livestock | | <input type="checkbox"/> Calving Area | <input type="checkbox"/> Office |
| <input type="checkbox"/> Pole | | <input type="checkbox"/> Granary | <input type="checkbox"/> Silo/Silage Bunker |
| | | <input type="checkbox"/> Lay Stalls | <input type="checkbox"/> Workshop |
| | | <input type="checkbox"/> Loft Area | <input type="checkbox"/> See Outbldg Comments |
| | | <input type="checkbox"/> Milking Parlor | |
| Storage Size (Square Feet) | | Parlor Size (Square Feet) | |
| Out Buildings (8) | | Lot Topography (6) | |
| <input type="checkbox"/> Arena-Indoors | <input type="checkbox"/> Storage | <input type="checkbox"/> Fruit Trees | <input type="checkbox"/> Wooded |
| <input type="checkbox"/> Arena-Outdoors | <input type="checkbox"/> Windmill | <input type="checkbox"/> Level | |
| <input type="checkbox"/> 2nd Barn | <input type="checkbox"/> Workshop | <input type="checkbox"/> Partial Slope | |
| <input type="checkbox"/> Chicken | <input type="checkbox"/> See Outbldg Comments | <input type="checkbox"/> Rolling | |
| <input type="checkbox"/> Corral | | <input type="checkbox"/> Sloped | |
| <input type="checkbox"/> Stable | | | |
| Crop & Soil Comments (40 characters maximum) | | Barn/Out Building Comments (40 characters maximum) | |
| Livestock Comments (40 characters maximum) | | Irrigation Comments (40 characters maximum) | |
| Soil Type (2) | | Irrigation Type (5) | |
| <input type="checkbox"/> Clay | <input type="checkbox"/> Sand | <input type="checkbox"/> Circle | <input type="checkbox"/> Pressure/Undergrnd |
| <input type="checkbox"/> Clay Loam | <input type="checkbox"/> Sandy Loam | <input type="checkbox"/> Drip Line | <input type="checkbox"/> Wheel Lines |
| <input type="checkbox"/> Loam | <input type="checkbox"/> See Soil Comments | <input type="checkbox"/> Dry Land | <input type="checkbox"/> See Irrigation Comments |
| <input type="checkbox"/> Gravel | | <input type="checkbox"/> Hand Lines | <input type="checkbox"/> None |
| <input type="checkbox"/> Rock | | <input type="checkbox"/> Pivot | |
| Equipment Included (10) | | Improvements (8) | |
| <input type="checkbox"/> Baler | <input type="checkbox"/> Irrigation | <input type="checkbox"/> Gas Tanks | <input type="checkbox"/> Hot Tub Spa |
| <input type="checkbox"/> Combine | <input type="checkbox"/> Leveler | <input type="checkbox"/> Equipment Inc. | <input type="checkbox"/> In-Ground Pool |
| <input type="checkbox"/> Dairy | <input type="checkbox"/> Planter | <input type="checkbox"/> Disabled Access | <input type="checkbox"/> Above Ground Pool |
| <input type="checkbox"/> Disc | <input type="checkbox"/> Plow | <input type="checkbox"/> Green House | <input type="checkbox"/> Sprinkler System |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Rake | <input type="checkbox"/> Deck | <input type="checkbox"/> See Remarks |
| <input type="checkbox"/> Feeder | <input type="checkbox"/> See Comments | <input type="checkbox"/> Patio | |
| <input type="checkbox"/> Hay Wagon | | <input type="checkbox"/> Dog Run | |
| Fence (8) | | Leased Equipment (8) | |
| <input type="checkbox"/> Barbed Wire | <input type="checkbox"/> Electric | <input type="checkbox"/> Bailer | <input type="checkbox"/> Sprinkler |
| <input type="checkbox"/> Block | <input type="checkbox"/> Partial | <input type="checkbox"/> Combine | <input type="checkbox"/> Tower |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Partial Perimeter | <input type="checkbox"/> Dairy | <input type="checkbox"/> See Remarks |
| <input type="checkbox"/> Chain Link | <input type="checkbox"/> Perimeter | <input type="checkbox"/> Electric | <input type="checkbox"/> Option Available |
| <input type="checkbox"/> Combination | <input type="checkbox"/> Picket | <input type="checkbox"/> Feeder | |
| <input type="checkbox"/> Cross Fenced | <input type="checkbox"/> Rail | <input type="checkbox"/> Planter | |
| <input type="checkbox"/> Wood | <input type="checkbox"/> See Remarks | | |
| Survey | | Leased Terms (4) | |
| Easements | | <input type="checkbox"/> Annual | |
| | | <input type="checkbox"/> Month-to-Month | |
| | | <input type="checkbox"/> Quarterly | |
| | | <input type="checkbox"/> Semi-Annual | |
| | | <input type="checkbox"/> Year 1-3 | |
| | | <input type="checkbox"/> Year 4+ | |
| | | <input type="checkbox"/> See Remarks | |
| \$ Gross Scheduled Income | \$ Boarding Income | \$ Crop Income | \$ Lease Income |
| \$ Equity | \$ Equipment Value | \$ Annual Taxes | • Tax Year |
| Senior Exemption | Till Acres | Lot Dimensions (Feet) | Sec/Twn/Rng |
| Waterfront Footage (Feet) | View Comments (40 characters maximum) | | |
| | Acreage Comments (40 characters maximum) | | Quarter |

REMARKS

Listing Address:

LAG #

Marketing Remarks. CAUTION! The comments you make in the following lines are limited to descriptions of the land and improvements only. These remarks will appear in the client handouts and websites. (500)

Confidential Broker-Only Remarks. Comments in this category are for broker's use only. (250)

- **Driving Directions to Property** (200)

• Indicates Required information () Indicates Maximum Choice

LISTING #

ADDRESS

| | | | | | |
|------------------|----------|----------------------|---------------|----------------|--|
| • County | | • City | | • ZIP Code + 4 | |
| • Area | | • Community/District | | | |
| • Street # (HSN) | Modifier | Direction | • Street Name | | |
| Suffix | | Post Direction | | Unit # | |

LISTING

| | | | | |
|-------------------------|----------------------------|---------------------|--------------------------|-----------|
| \$ | • Listing Price | • Listing Date | • Expiration Date | • Tax ID# |
| • Owner Name | Owner Name 2 | • Owner's Phone | • Owner's City and State | |
| • Manager's Name | • Manager's Phone | | | |
| • Building/Complex Name | Association's Contact Name | Association's Phone | | |

LOCATION

| | | | |
|----------|----------|----------------|-----------------|
| Map Page | MAP BOOK | Top Map Coord. | Side Map Coord. |
|----------|----------|----------------|-----------------|

PROPERTY INFORMATION

| | | | | |
|--|--|-----------------------------|------------------------|--------------------------|
| • Prohibit Blogging | • Allow Automated Valuation | • Show Map Link | • Internet Advertising | • Show Address to Public |
| • SOC (Selling Office Com.) | Selling Office Commission Comments (40 characters maximum) | | | |
| • Year Built | Effective Year Built | Effective Year Built Source | | |
| • ASF - Total (Square Feet) | Lot Size (Square Feet) | Lot Size Source | | |
| Virtual Tour URL (Please include http://) | | | | |

BROKER INFORMATION

| | | | |
|-----------------------------|--------------------------|--------------------|------------------------|
| • LAG Listing Broker ID# | Broker Name and Phone | Listing Firm - ID# | Firm Name and Phone |
| Co Broker - ID# | CO Broker Name and Phone | Co Firm- ID# | Co Firm Name and Phone |

INITIALS:

Seller

Date

Seller

Date

Broker

Date

LISTING INFORMATION Listing Address: _____ LAG # _____

Week Assignment (4)

- 1 Week
- 2 Weeks
- 3 Weeks
- 4 Weeks
- 5 Weeks
- 6 Weeks
- Date Specific
- 1st Week
- 2nd Week
- 3rd Week
- 4th Week
- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December
- Other

Turn Over

Home Owner Dues Included (6)

- Cable TV
- Central Hot Water
- Common Area Maintenance
- Concierge
- Earthquake Ins.
- Garbage
- Lawn Service
- Road Maintenance
- Security Services
- See Remarks
- Snow Removal
- Water/Sewer

Ownership

Auction

Affiliations (3)

- Interval Intern'tl
- RCI Resorts
- Resorts West
- WorldMark
- See Remarks

View (6)

- Bay
- Canal
- City
- Golf Course
- Jetty
- Lake
- Mountain
- Ocean
- Partial
- River
- See Remarks
- Sound
- Territorial

Type of Property (2)

- Cabin
- Mobile Home
- Multi Unit
- See Remarks
- Townhouse/Row House

Waterfront (5)

- Bank-High
- Bank-Low
- Bank Medium
- Bay
- Bulkhead
- Canal
- Creek
- Jetty
- Lake
- No Bank
- Ocean
- River
- Saltwater
- Sound

Exterior (4)

- Brick
- Cement/Concrete
- Cement Planked
- Log
- Metal
- See Remarks
- Stone
- Stucco
- Vinyl
- Wood
- Wood Products

Cats/Dogs (4)

- Cats Only
- Dogs Only
- No Dogs or Cats
- No Restrictions
- See Remarks
- Subject to Restrictions

Style Code

New Construction

New Construction State

Remodeled/Updated

\$ _____
Weekly Rent

\$ _____
Yearly HO/Main. Dues

Special Assessment

\$ _____
Spec. Assessment Amount

Right of First Refusal

Roof (3)

- Built-up
- Cedar Shake
- Composition
- Flat
- Green (Living)
- Metal
- See Remarks
- Tile
- Torch Down

Common Property Features (14)

- Age Restriction
- Athletic Court
- Beach
- Cable TV
- Club House
- Disabled Access
- Dock
- Elevator
- Exercise Room
- Fire Sprinklers
- Game/Rec Room
- Golf Course
- Hot Tub
- Laundry Room
- Lobby Entrance
- Moorage
- Outside Entry
- Pool-Indoor
- Pool-Outdoor
- RV Parking
- Sauna
- Security Gate
- See Remarks
- Trails

Parking Types (4)

- Carport
- Common Garage
- Individual Garage
- None
- Off Street
- Uncovered

No. of Assigned Spaces

Parking Space Nos.

INITIALS:

Seller

Date

Seller

Date

Broker

Date

LISTING INFORMATION

Listing Address: _____

LAG # _____

Window Coverings _____

• **Furnished** _____

Storage No. _____

Storage Location _____

• **Energy Source (6)**

- Electric
- Geothermal
- Ground Source
- Natural Gas
- Oil
- Pellet
- Propane
- See Remarks
- Solar Hot Water
- Solar PV
- Wood

• **Heating/Cooling (8)**

- 90%+ High Efficiency
- Baseboard
- Central A/C
- Ductless HP-Mini Split
- Forced Air
- Heat Pump
- HEPA Air Filtration
- Hot Water Recirc Pump
- HRV/ERV System
- Insert
- None
- Radiant

- Radiator
- Stove/Free Standing
- Tankless Water Heater
- Wall
- Window Unit A/C

Floor Covering (4)

- Ceramic Tile
- Concrete
- Fir/Softwood
- Hardwood
- Laminate
- See Remarks
- Slate
- Vinyl
- Wall to Wall Carpet

Unit Features (10)

- Alarm System
- Balcony/Deck/Patio
- Central Vacuum
- Disabled Access
- End Unit
- French Doors
- Ground Floor
- Insulated Windows
- Jetted/Soaking Tub
- Loft

Appliance Hookups (6)

- Cooking-Electric
- Cooking-Gas
- Dryer-Electric
- Dryer-Gas
- Ice-Maker
- Washer

Appliances Included (10)

- Dishwasher
- Double Oven
- Dryer
- Garbage Disposal
- Microwave
- Range/Oven
- Refrigerator
- See Remarks
- Trash Compactor
- Washer

ROOM LOCATION

• **Level (1)** U for Upper M for Main L for Lower S for Split G for Garage

Entry _____ **Kit w/o Eating Space** _____ **Family Room** _____

Living Room _____ **Master Bedroom** _____ **Utility Room** _____

Dining Room _____ **Bonus Room** _____ **Great Room** _____

Kit with Eating Space _____ **Den/Office** _____

No. of Bedrooms U ___ M ___ L ___ **No. of 3/4 Baths** U ___ M ___ L ___

No. of Full Baths U ___ M ___ L ___ **No. of 1/2 Baths** U ___ M ___ L ___

• **Sleeps (# people)** _____

Lower Fireplaces _____ **Upper Fireplaces** _____ **Main Fireplaces** _____ **Type of Fireplace** _____

Floor No. of Unit _____ **No. of Stories in Building** _____ **No. of Units in Building** _____ **No. of Units in Complex** _____

REMARKS

Listing Address:

LAG #

Marketing Remarks. CAUTION! The comments you make in the following lines are limited to descriptions of the land and improvements only. These remarks will appear in the client handouts and websites. (500)

Confidential Broker-Only Remarks. Comments in this category are for broker's use only. (250)

- **Driving Directions to Property** (200)

INITIALS:

Seller

Date

Seller

Date

Broker

Date

• Indicates Required information () Indicates Maximum Choice *Indicates "Yes" By Default **LISTING #**

ADDRESS

• **County** _____ • **City** _____ • **ZIP Code** _____ + 4

• **Area** _____ • **Community/District** _____

• **Street # (HSN)** _____ **Modifier** _____ **Direction** _____ • **Street Name** _____

Suffix _____ **Post Direction** _____ **Unit #** _____

LISTING

\$ _____

• **Listing Price** _____ • **Listing Date** _____ • **Expiration Date** _____ • **Tax ID#** _____ • **Preliminary Title Ordered** _____

LOCATION

CO-OP _____ **Building/Complex Name** _____

MAP BOOK _____ **Map Page** _____ **Top Map Coord.** _____ **Side Map Coord.** _____

PROPERTY INFORMATION

• **Prohibit Blogging** _____ • **Allow Automated Valuation** _____ • **Show Map Link** _____ • **Internet Advertising** _____ • **Show Address to Public** _____

• **SOC (Selling Office Com.)** _____ **Selling Office Commission Comments (40 characters maximum)** _____

• **Year Built** _____ **Effective Year Built** _____ **Effective Year Built Source** _____

• **ASF - Total (Square Feet)** _____ **Lot Size (Square Feet)** _____ **Lot Size Source** _____

Virtual Tour URL (Please include http://) _____

BROKER INFORMATION

• **LAG** _____ **Broker Name and Phone** _____ **Listing Firm - ID#** _____ **Firm Name and Phone** _____
Listing Broker ID#

Co Broker - ID# _____ **CO Broker Name and Phone** _____ **Co Firm - ID#** _____ **Co Firm Name and Phone** _____

LISTING INFORMATION

Manager's Name _____ **Manager's Phone No.** _____ **Assoc. Contact Name** _____ **Assoc. Phone No.** _____ **Owner Occupancy %** _____

• **Possession (3)**
 Closing
 Negotiable
 See Remarks
 Sub.Tenant's Rights

• **Showing Information (10)**
 Appointment
 Call Listing Office
 Day Sleeper
 Gate Code Needed
 MLS Keybox
 Other Keybox
 Owner-Call First
 Pet in House
 Power Off
 Renter-Call First
 Security System
 See Remarks
 Vacant

• **Potential Terms (10)**
 Assumable
 Cash Out
 Conventional
 Farm Home Loan
 FHA
 Lease/Purchase
 Owner Financing
 Rehab Loan
 See Remarks
 State Bond
 VA

Listing Address: _____ **LAG #** _____

LISTING INFORMATION

• **Tax Year** _____ \$ _____

• **Annual Taxes** _____

• **Senior Exemption** _____

Right of First Refusal _____

• **Homeowner Dues Include (6)**

Cable TV Earthquake Insurance Security Services

Central Hot Water Garbage See Remarks

Common Area Maintenance Lawn Service Snow Removal

Concierge Road Maintenance Water/Sewer

• **Monthly HO Dues** \$ _____

Monthly Rent \$ _____
- if rented

• **Form 17** _____

Special Assessment _____

Spec. Assessment \$ _____

Project Approved by FHA _____

SCHOOL & OWNER INFO.

• **School District** _____

Elementary School _____

Junior High/Middle School _____

Senior High School _____

• **Owner Name** _____

Owner Name 2 _____

• **Owner's Phone** _____

• **Occupant Type** _____

• **Phone to Show** _____

• **Owner's City and State** _____

Occupant's Name _____

• **3rd Party App. Req. (2)**

None Short Sale

Other - See Remarks

• **Bank Owned/REO** _____

• **Auction** _____

SITE INFORMATION

View (6)

Bay Ocean

Canal Partial

City River

Golf Course See Remarks

Jetty Sound

Lake Strait

Mountain Territorial

Lot Details (7)

Alley Paved Street

Corner Lot Secluded

Cul-de-sac Sidewalk

Curbs

Dead End Street

High Voltage Line

Open Space

Waterfront (5)

Bank-High Lake

Bank-Low No Bank

Bank Medium Ocean

Bay River

Bulkhead Saltwater

Canal Sound

Creek Strait

Jetty

Common Property Features(14)

Age Restriction Elevator

Athletic Court Exercise Room

Boat House Fire Sprinklers

Cable TV Game/Rec Rm

Club House Golf Course

Disabled Access High Speed Int Avail

Hot Tub Pool-Outdoor

Laundry Room RV Parking

Lobby Entrance Sauna

Moorage Security Gate

Outside Entry See Remarks

Pool-Indoor Trails

• **Parking Type (4)**

Carport None

Common Garage Off Street

Individual Garage Uncovered

No. of Assigned Parking Spaces _____

Parking Space Numbers _____

Floor No. of Unit _____

No. of Stories in Building _____

No. of Units in Building _____

No. of Units in Complex _____

BUILDING INFORMATION

• **Cats/Dogs (3)**

Cats Only See Remarks

Dogs Only Subject to Restrictions

No Dogs or Cats

No Restrictions

• **Exterior (4)**

Brick See Remarks

Cement Planked Stone

Cement/Concrete Stucco

Log Wood

Metal/Vinyl Wood Products

• **Roof (3)**

Built-up Metal

Cedar Shake See Remarks

Composition Tile

Flat Torch Down

Green (Living)

Listing Address: _____

LAG # _____

BUILDING INFORMATION

| | | | |
|---------------------------|--------------------|------------------------|-------------------|
| • Number of Access Stairs | • New Construction | New Construction State | Remodeled/Updated |
| • Square Footage Source | Architecture | | • Style Code |
| Storage Location | Storage No. | | Window Coverings |

GREEN BUILDING INFO

Green Certification (4)

Built Green™ _____
 LEED™ _____
 Northwest ENERGY STAR® _____
 Other - See Remarks

Construction Methods (2)

Advanced Wall Steel & Concrete
 Double Wall Strawbale
 Ins. Concrete Form (ICF) Structural Ins. Panel (SIPs)
 Post & Beam Tilt-up
 Standard Frame

_____ **Built Green™** _____ **LEED™** _____ **Northwest ENERGY STAR®**

_____ **EPS Energy Score (0-99,999kWh)** _____ **HERS Index Score (0-150)**

INTERIOR FEATURES

| | | | |
|---|--|--|--------------------------|
| Leased Equipment | Water Heater Type | Water Heater Location | |
| • Energy Source (6) <input type="checkbox"/> Electric <input type="checkbox"/> Geothermal <input type="checkbox"/> Ground Source <input type="checkbox"/> Natural Gas <input type="checkbox"/> Oil <input type="checkbox"/> Pellet <input type="checkbox"/> Propane <input type="checkbox"/> See Remarks <input type="checkbox"/> Solar (Unspecified) <input type="checkbox"/> Solar Hot Water <input type="checkbox"/> Solar PV <input type="checkbox"/> Wood | • Heating/Cooling (8) <input type="checkbox"/> 90%+ High Efficiency <input type="checkbox"/> Baseboard <input type="checkbox"/> Central A/C <input type="checkbox"/> Ductless HP-Mini Split <input type="checkbox"/> Forced Air <input type="checkbox"/> Heat Pump <input type="checkbox"/> HEPA Air Filtration <input type="checkbox"/> High Efficiency (Unspecified) <input type="checkbox"/> Hot Water Recirc Pump <input type="checkbox"/> HRV/ERV System <input type="checkbox"/> Insert <input type="checkbox"/> None <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Radiant <input type="checkbox"/> Radiator <input type="checkbox"/> Stove/Free Standing <input type="checkbox"/> Tankless Water Heater <input type="checkbox"/> Wall <input type="checkbox"/> Window Unit A/C | Floor Covering (5) <input type="checkbox"/> Bamboo/Cork <input type="checkbox"/> Ceramic Tile <input type="checkbox"/> Concrete <input type="checkbox"/> Fir/Softwood <input type="checkbox"/> Hardwood <input type="checkbox"/> Laminate <input type="checkbox"/> Other Renewable <input type="checkbox"/> See Remarks <input type="checkbox"/> Slate <input type="checkbox"/> Vinyl <input type="checkbox"/> Wall to Wall Carpet | |
| Unit Features (11) <input type="checkbox"/> Alarm System <input type="checkbox"/> Balcony/Deck/Patio <input type="checkbox"/> Central Vacuum <input type="checkbox"/> Disabled Access <input type="checkbox"/> End Unit <input type="checkbox"/> French Doors <input type="checkbox"/> Ground Floor <input type="checkbox"/> Insulated Windows <input type="checkbox"/> Jetted/Soaking Tub <input type="checkbox"/> Master Bath <input type="checkbox"/> Penthouse <input type="checkbox"/> Skylights <input type="checkbox"/> Top Floor <input type="checkbox"/> Vaulted Ceilings <input type="checkbox"/> Walk-in Closet <input type="checkbox"/> Yard | Appliance Hookups (6) <input type="checkbox"/> Cooking-Electric <input type="checkbox"/> Cooking-Gas <input type="checkbox"/> Dryer-Electric <input type="checkbox"/> Dryer-Gas <input type="checkbox"/> Ice-Maker <input type="checkbox"/> Washer | Appliances That Stay (10) <input type="checkbox"/> Dishwasher <input type="checkbox"/> Double Oven <input type="checkbox"/> Dryer <input type="checkbox"/> Garbage Disposal <input type="checkbox"/> Microwave <input type="checkbox"/> Range/Oven <input type="checkbox"/> Refrigerator <input type="checkbox"/> See Remarks <input type="checkbox"/> Trash Compactor <input type="checkbox"/> Washer | |
| Lower Fireplaces | Upper Fireplaces | Main Fireplaces | Type of Fireplace |

COMMUNITY INFO

_____ **Bus Line Nearby** _____ **Bus Route Number**

Listing Address: _____

LAG # _____

ROOM LOCATION

• Level (1) U for Upper M for Main L for Lower S for Split G for Garage

| | | | | | |
|-----------------------|-------|----------------------|-------|--------------|-------|
| Entry | _____ | Kit w/o Eating Space | _____ | Family Room | _____ |
| Living Room | _____ | Master Bedroom | _____ | Utility Room | _____ |
| Dining Room | _____ | Bonus Room | _____ | Great Room | _____ |
| Kit with Eating Space | _____ | Den/Office | _____ | | |

No. of Bedrooms U ___ M ___ L ___
 No. of Full Baths U ___ M ___ L ___ G ___
 No. of 3/4 Baths U ___ M ___ L ___ G ___
 No. of 1/2 Baths U ___ M ___ L ___ G ___

REMARKS

Marketing Remarks. CAUTION! The comments you make in the following lines are limited to descriptions of the land and improvements only. These remarks will appear in the client handouts and websites. (500)

Confidential Broker-Only Remarks. Comments in this category are for broker's use only. (250)

• **Driving Directions to Property** (200)

• Indicates Required information () Indicates Maximum Choice

LISTING #

ADDRESS

| | | | | | | | | |
|------------------|--|----------|----------------------|----------------|--|----------------|--------|--|
| • County | | | • City | | | • ZIP Code + 4 | | |
| • Area | | | • Community/District | | | | | |
| • Street # (HSN) | | Modifier | Direction | • Street Name | | | | |
| Suffix | | | | Post Direction | | | Unit # | |

LISTING

| | | | | | |
|----|-----------------|----------------|-------------------|-----------|-----------------------------|
| \$ | • Listing Price | • Listing Date | • Expiration Date | • Tax ID# | • Preliminary Title Ordered |
|----|-----------------|----------------|-------------------|-----------|-----------------------------|

LOCATION

| | | | | | | | | |
|------------|--|-------|--|----------|--|----------|----------------|-----------------|
| Lot Number | | Block | | MAP BOOK | | Map Page | Top Map Coord. | Side Map Coord. |
|------------|--|-------|--|----------|--|----------|----------------|-----------------|

PROPERTY INFORMATION

| | | | | |
|-----------------------------|--|-----------------------------|---------------------|-----------------------------|
| Year Built | Effective Year Built | Effective Year Built Source | | |
| Lot Size (Square Feet) | Lot Size Source | | | |
| • Show Map Link | • Internet Advertising | • Show Address to Public | • Prohibit Blogging | • Allow Automated Valuation |
| • SOC (Selling Office Com.) | Selling Office Commission Comments (40 characters maximum) | | | |

OWNER'S INFORMATION

| | | | |
|--|--|-----------------|------------------|
| • Owner Name | Owner Name 2 | • Owner's Phone | • Phone to Show |
| • Owner's City and State | • 3rd Party Approval Required (2) <input type="checkbox"/> None <input type="checkbox"/> Short Sale <input type="checkbox"/> Other - See Remarks | | • Bank Owned/REO |
| Virtual Tour URL (Please include http://) | | | |
| • Auction | | | |

BROKER INFORMATION

| | | | |
|-----------------------------|--------------------------|--------------------|------------------------|
| • LAG Listing Broker ID# | Broker Name and Phone | Listing Firm - ID# | Firm Name and Phone |
| Co Broker - ID# | CO Broker Name and Phone | Co Firm - ID# | Co Firm Name and Phone |

Listing Address: _____

LAG # _____

LISTING INFORMATION

• **Possession (3)**

- Closing
- Negotiable
- See Remarks
- Sub. Tenant's Rights

• **Form 17**

Right of First Refusal _____

• **Showing Information (5)**

- Appointment
- Call Listing Office
- Owner-Call First
- See Remarks
- Vacant
- View with Discretion

Potential Terms (8)

- Assumable
- Cash Out
- Conventional
- Lease/Purchase
- Owner Financing
- Rehab Loan
- See Remarks
- Variable Price Lstg

General Zoning Classification (6)

- Agricultural
- Business
- Commercial
- Farm & Ranch
- Forestry
- Industrial
- Industrial-Light
- Multi-Family
- Office
- Residential
- Retail
- See Remarks

• **Zoning Jurisdiction** _____

FINANCIAL INFORMATION

| | | | |
|-----------------------------|----------|----------------------------------|-------------------------|
| Tax Expenses | \$ _____ | Tax Year | _____ |
| Insurance Expenses | \$ _____ | Gross Scheduled Income | \$ _____ |
| Water/Sewage/Garbage | \$ _____ | Vacancy Rate | _____ % |
| Electrical Expenses | \$ _____ | Gross Adjusted Income | \$ _____ |
| Heating Expenses | \$ _____ | Total Expenses (from TEX) | \$ _____ |
| Other Expenses | \$ _____ | Net Operating Income | \$ _____ |
| Total Expenses | \$ _____ | Cap Rate (NOI div by LP) | _____ % |
| | | Gross Rent Multiplier | _____ % (LP div by GSI) |

SITE INFORMATION

| | | |
|-----------------------------|----------------------------|------------------------------------|
| _____ | \$ _____ | \$ _____ |
| Lot Dimensions | Land Assessed Value | Improvements Assessed Value |
| \$ _____ | _____ | _____ |
| Total Assessed Value | Year Value Assessed | Free & Clear |

ADD'L SITE INFORMATION

Sewer (2)

- Available
- Sewer Connected
- Septic

Site Frontage (Feet) _____

Depth of Lot _____

Environmental Survey _____

Boundary Survey _____

Expansion Area _____

Pad Ready _____

No. of Available Pads _____

Total Covered Parking _____

Total Uncovered Parking _____

Water Source (3)

- Community
- Individual Well
- Lake
- Private
- Public
- See Remarks
- Shared Well
- Shares
- Well Needed

Topography (3)

- Level
- Sloped
- Wooded

INITIALS:

Seller _____

Date _____

Seller _____

Date _____

Broker _____

Date _____

Listing Address: _____

LAG # _____

BUILDING INFORMATION

Approx. Office Square Feet _____

Approx. Whse/Mfg Square Feet _____

Approx. Bldg Square Feet _____

\$ _____

Association Dues _____

• **Style Code** _____

Foundation (3)

- Concrete Block
- Concrete Ribbon
- Post & Block
- Post & Pillar
- Poured Concrete
- See Remarks
- Slab
- Tie down

Loading (4)

- 1-3 Bays
- 4-6 Bays
- 7+ Bays
- 10' Doors
- 10'-15' Doors
- 15" Doors
- Dock High
- Grade
- Ramp

Roof (3)

- Built-up
- Cedar Shake
- Composition
- Flat
- Green (Living)
- Metal
- See Remarks
- Tile
- Torch Down

Exterior (4)

- Brick
- Cement/Concrete
- Metal/Vinyl
- See Remarks
- Stone
- Stucco
- Tilt-Up
- Wood
- Wood Products

Column Spacing _____

Ceiling Height _____

Building Condition _____

INTERIOR INFORMATION

Energy Source (6)

- Electric
- Geothermal
- Ground Source
- Natural Gas
- Oil
- Pellet
- Propane
- See Remarks
- Solar Hot Water
- Solar PV
- Wood

Heating/Cooling (8)

- 90%+ High Efficiency
- Baseboard
- Ductless HP-Mini Split
- Forced Air
- Heat Pump
- HEPA Air Filtration
- Hot Water Recirc Pump
- HRV/ERV System
- Insert
- Radiant
- Radiator
- Stove/Free Standing
- Tankless Water Heater
- Wall

Floor Covering (5)

- Ceramic Tile
- Concrete
- Fir/Softwood
- Hardwood
- See Remarks
- Slate
- Vinyl
- Wall to Wall Carpet

Features (8)

- Disabled Access
- Elevator
- Leased Fixtures
- Satellite
- Signage Included
- Sprinklered
- Storage
- Tenant Association

UTILITY / COMMUNITY

Water Company _____

Power Company _____

Sewer Company _____

GREEN BUILDING INFO

Green Certification (3)

- LEED™
- Northwest ENERGY STAR®
- Other - See Remarks

LEED™ _____

Northwest ENERGY STAR® _____

Construction Methods (2)

- Advanced Wall
- Double Wall
- Ins. Concrete Form (ICF)
- Post & Beam
- Standard Frame
- Steel & Concrete
- Strawbale
- Structural Ins. Panel (SIPs)
- Tilt-up

EPS Energy Score (0-99,999kWh) _____

HERS Index Score (0-150) _____

INITIALS:

Seller _____

Date _____

Seller _____

Date _____

Broker _____

Date _____

Listing Address: _____

LAG # _____

TENANT INFORMATION

| | | |
|-------------------------------------|-------------------------------------|-------------------------------------|
| UN1 Tenant 1 Descrp. _____ | UN2 Tenant 2 Descrp. _____ | UN3 Tenant 3 Descrp. _____ |
| SF1 Approx. Sq.Ft. _____ | SF2 Approx. Sq.Ft. _____ | SF3 Approx. Sq.Ft. _____ |
| LX1 Lease Expiration _____ | LX2 Lease Expiration _____ | LX3 Lease Expiration _____ |
| RN1 Base Rent/Month \$ _____ | RN2 Base Rent/Month \$ _____ | RN3 Base Rent/Month \$ _____ |
| NN1 Est. NNN/Month _____ | NN2 Est. NNN/Month _____ | NN3 Est. NNN/Month _____ |
| US1 Type of Use _____ | US2 Type of Use _____ | US3 Type of Use _____ |
| UN4 Tenant 4 Descrp. _____ | UN5 Tenant 5 Descrp. _____ | UN6 Tenant 6 Descrp. _____ |
| SF4 Approx. Sq.Ft. _____ | SF5 Approx. Sq.Ft. _____ | SF6 Approx. Sq.Ft. _____ |
| LX4 Lease Expiration _____ | LX5 Lease Expiration _____ | LX6 Lease Expiration _____ |
| RN4 Base Rent/Month \$ _____ | RN5 Base Rent/Month \$ _____ | RN6 Base Rent/Month \$ _____ |
| NN4 Est. NNN/Month _____ | NN5 Est. NNN/Month _____ | NN6 Est. NNN/Month _____ |
| US4 Type of Use _____ | US5 Type of Use _____ | US6 Type of Use _____ |
| _____ | \$ _____ | _____ |
| Total Square Feet Rented | Total Monthly Rent | Total Monthly NNN |

REMARKS

Marketing Remarks. CAUTION! The comments you make in the following lines are limited to descriptions of the land and improvements only. These remarks will appear in the client handouts and websites. (500)

Confidential Broker-Only Remarks. Comments in this category are for broker's use only. (250)

• **Driving Directions to Property** (200)

INITIALS:

Seller _____

Date _____

Seller _____

Date _____

Broker _____

Date _____

• Indicates Required information () Indicates Maximum Choice

LISTING #

ADDRESS

• **County** _____ • **City** _____ • **ZIP Code** _____ + 4

• **Area** _____ • **Community/District** _____

• **Street # (HSN)** _____ **Modifier** _____ **Direction** _____ • **Street Name** _____

Suffix _____ **Post Direction** _____ **Unit #** _____

LISTING

\$ _____

• **Listing Price** _____ • **Listing Date** _____ • **Expiration Date** _____ • **Tax ID#** _____ • **Preliminary Title Ordered** _____

LOCATION

Lot Number _____ **Block** _____ **Plat/Subdivision/Building Name** _____

MAP BOOK _____ **Map Page** _____ **Top Map Coord.** _____ **Side Map Coord.** _____

PROPERTY INFORMATION

• **Prohibit Blogging** _____ • **Allow Automated Valuation** _____ • **Show Map Link** _____ • **Internet Advertising** _____ • **Show Address to Public** _____

• **SOC (Selling Office Com.)** _____ **Selling Office Commission Comments (40 characters maximum)** _____

• **Year Built** _____ **Effective Year Built** _____ **Effective Year Built Source** _____

ASF - Total (Square Feet) _____ • **Lot Size (Square Feet)** _____ • **Lot Size Source** _____

Virtual Tour URL (Please include http://) _____

BROKER INFORMATION

• **LAG** _____ **Broker Name and Phone** _____ **Listing Firm - ID#** _____ **Firm Name and Phone** _____
Listing Broker ID#

Co Broker - ID# _____ **CO Broker Name and Phone** _____ **Co Firm- ID#** _____ **Co Firm Name and Phone** _____

LISTING INFORMATION

\$ _____

Annual Assoc. Dues _____ • **Form 17** _____ **Zoning Jurisdiction** _____ **Right of First Refusal** _____

• **Showing Information (10)** Appointment Pet in House Call Listing Office Power Off Day Sleeper Renter-Call First Gate Code Needed Security System MLS Keybox See Remarks Other Keybox Vacant Owner-Call First

• **Potential Terms (10)** Assumable Rehab Loan Cash Out See Remarks Conventional State Bond Farm Home Loan USDA FHA VA Lease/Purchase Owner Financing

General Zoning Class. (6) Agricultural Multi-Family Business Office Commercial Residential Farm & Ranch Retail Forestry See Remarks Industrial Industrial-Light

• **Possession (3)** Closing See Remarks Negotiable Sub. Tenant's Rights

• **Total Rentable SqFt.** _____ • **No. Stories in Bldg** _____

• **Units Below Grade** Yes No

Total No. of Units _____

SCHOOL & OWNER INFO.

• **School District** _____ **Elementary School** _____ **Junior High/Middle School** _____ **Senior High School** _____

Listing Address: _____

LAG # _____

SCHOOL & OWNER INFO.

| | | | |
|------------------------------|---|----------------------------|--|
| Water Company _____ | Power Company _____ | Sewer Company _____ | Water Source (3) <input type="checkbox"/> Community <input type="checkbox"/> Private <input type="checkbox"/> Shared Well <input type="checkbox"/> Individual Well <input type="checkbox"/> Public <input type="checkbox"/> Shares <input type="checkbox"/> Lake <input type="checkbox"/> See Remarks <input type="checkbox"/> Well Needed |
| Owner Name _____ | Owner Name 2 _____ | Owner's Phone _____ | Owner's City and State _____ |
| Occupant's Name _____ | Occupant Type (Owner/Presale/Tenant/Vacant) _____ | Phone to Show _____ | 3rd Party Aprvl Req. (2) <input type="checkbox"/> None <input type="checkbox"/> Short Sale <input type="checkbox"/> Other - See Remarks |
| Bank Owned/REO _____ | | | Auction _____ |

SITE INFORMATION

| | | | |
|---|--|--|--|
| Lot Details (7) <input type="checkbox"/> Alley <input type="checkbox"/> Open Space <input type="checkbox"/> Comm. Golf Course <input type="checkbox"/> Paved Street <input type="checkbox"/> Corner Lot <input type="checkbox"/> Secluded <input type="checkbox"/> Cul-de-sac <input type="checkbox"/> Sidewalk <input type="checkbox"/> Curbs <input type="checkbox"/> Value in Land <input type="checkbox"/> Dead End Street <input type="checkbox"/> High Voltage Line | Waterfront (5) <input type="checkbox"/> Bank-High <input type="checkbox"/> Lake <input type="checkbox"/> Bank-Low <input type="checkbox"/> No Bank <input type="checkbox"/> Bank Medium <input type="checkbox"/> Ocean <input type="checkbox"/> Bay <input type="checkbox"/> River <input type="checkbox"/> Bulkhead <input type="checkbox"/> Saltwater <input type="checkbox"/> Canal <input type="checkbox"/> Sound <input type="checkbox"/> Creek <input type="checkbox"/> Strait <input type="checkbox"/> Jetty | Site Features (14) <input type="checkbox"/> Arena-Indoor <input type="checkbox"/> Dock <input type="checkbox"/> Outbuildings <input type="checkbox"/> Arena-Outdoor <input type="checkbox"/> Dog Run <input type="checkbox"/> Patio <input type="checkbox"/> Athletic Court <input type="checkbox"/> Fenced-Fully <input type="checkbox"/> Propane <input type="checkbox"/> Barn <input type="checkbox"/> Fenced-Partially <input type="checkbox"/> RV Parking <input type="checkbox"/> Boat House <input type="checkbox"/> Gas Available <input type="checkbox"/> Shop <input type="checkbox"/> Cabana/Gazebo <input type="checkbox"/> Gated Entry <input type="checkbox"/> Sprinkler <input type="checkbox"/> Cable TV <input type="checkbox"/> Green House <input type="checkbox"/> Stable <input type="checkbox"/> Deck <input type="checkbox"/> High Speed Internet <input type="checkbox"/> Disabled Access <input type="checkbox"/> Hot Tub/Spa | |
| Lot Dimensions (Feet) _____ | Pool _____ | Aprvd # of Bedrooms _____ | Sewer (2) <input type="checkbox"/> Available <input type="checkbox"/> Sewer Connected <input type="checkbox"/> Septic |
| View (6) <input type="checkbox"/> Bay <input type="checkbox"/> Jetty <input type="checkbox"/> Partial <input type="checkbox"/> Strait <input type="checkbox"/> Canal <input type="checkbox"/> Lake <input type="checkbox"/> River <input type="checkbox"/> Territorial <input type="checkbox"/> City <input type="checkbox"/> Mountain <input type="checkbox"/> See Remarks <input type="checkbox"/> Golf Course <input type="checkbox"/> Ocean <input type="checkbox"/> Sound | No. of Carport Spaces _____ | No. of Garage Spaces _____ | No. of Uncovered Spaces _____ |
| | | | Total No. of Parking Spaces _____ |

BUILDING INFORMATION

| | | |
|---------------------------------|---|--|
| New Construction _____ | New Construction State _____ | Style Code _____ |
| Building Condition _____ | Roof (3) <input type="checkbox"/> Built-up <input type="checkbox"/> Green (Living) <input type="checkbox"/> Torch Down <input type="checkbox"/> Cedar Shake <input type="checkbox"/> Metal <input type="checkbox"/> Composition <input type="checkbox"/> See Remarks <input type="checkbox"/> Flat <input type="checkbox"/> Tile | Foundation (3) <input type="checkbox"/> Concrete Block <input type="checkbox"/> Post & Pillar <input type="checkbox"/> Slab <input type="checkbox"/> Concrete Ribbon <input type="checkbox"/> Poured Concrete <input type="checkbox"/> Tie down <input type="checkbox"/> Post & Block <input type="checkbox"/> See Remarks |
| | | Exterior (4) <input type="checkbox"/> Brick <input type="checkbox"/> Metal/Vinyl <input type="checkbox"/> Wood <input type="checkbox"/> Cement Planked <input type="checkbox"/> See Remarks <input type="checkbox"/> Wood Products <input type="checkbox"/> Cement/Concrete <input type="checkbox"/> Stone <input type="checkbox"/> Log <input type="checkbox"/> Stucco |

GREEN BUILDING INFO

| | | |
|---|--|--|
| Green Certification (4) <input type="checkbox"/> Built Green™ <input type="checkbox"/> LEED™ <input type="checkbox"/> Northwest ENERGY STAR® <input type="checkbox"/> Other - See Remarks | Built Green™ _____ | LEED™ _____ |
| | | Northwest ENERGY STAR® _____ |
| Construction Methods (2) <input type="checkbox"/> Advanced Wall <input type="checkbox"/> Post & Beam <input type="checkbox"/> Strawbale <input type="checkbox"/> Double Wall <input type="checkbox"/> Standard Frame <input type="checkbox"/> Structural Ins. Panel (SIPs) <input type="checkbox"/> Ins. Concrete Form (ICF) <input type="checkbox"/> Steel & Concrete <input type="checkbox"/> Tilt-up | EPS Energy Score (0-99,999kWh) _____ | HERS Index Score (0-150) _____ |

INTERIOR FEATURES

| | | |
|---|--|--|
| Energy Source (6) <input type="checkbox"/> Electric <input type="checkbox"/> See Remarks <input type="checkbox"/> Geothermal <input type="checkbox"/> Solar Hot Water <input type="checkbox"/> Ground Source <input type="checkbox"/> Solar PV <input type="checkbox"/> Natural Gas <input type="checkbox"/> Wood <input type="checkbox"/> Oil <input type="checkbox"/> Pellet <input type="checkbox"/> Propane | Heating/Cooling (8) <input type="checkbox"/> 90%+ High Efficiency <input type="checkbox"/> HRV/ERV System <input type="checkbox"/> Baseboard <input type="checkbox"/> Insert <input type="checkbox"/> Central A/C <input type="checkbox"/> Radiant <input type="checkbox"/> Ductless HP-Mini Split <input type="checkbox"/> Radiator <input type="checkbox"/> Forced Air <input type="checkbox"/> Stove/Free Standing <input type="checkbox"/> Heat Pump <input type="checkbox"/> Tankless Water Heater <input type="checkbox"/> HEPA Air Filtration <input type="checkbox"/> Wall <input type="checkbox"/> Hot Water Recirc Pump | Floor Covering (5) <input type="checkbox"/> Ceramic Tile <input type="checkbox"/> Laminate Tile <input type="checkbox"/> Concrete <input type="checkbox"/> See Remarks <input type="checkbox"/> Fir/Softwood <input type="checkbox"/> Slate <input type="checkbox"/> Hardwood <input type="checkbox"/> Vinyl <input type="checkbox"/> Laminate Hardwood <input type="checkbox"/> Wall to Wall Carpet |
| Amenities (10) <input type="checkbox"/> Basement <input type="checkbox"/> Coin Op Laundry <input type="checkbox"/> Energy Package <input type="checkbox"/> Playground <input type="checkbox"/> Thermal Windows <input type="checkbox"/> Clubhouse <input type="checkbox"/> Elevator <input type="checkbox"/> Fire Sprinklers <input type="checkbox"/> Storage <input type="checkbox"/> See Remarks | Leased Items(4) <input type="checkbox"/> Furnace/Burner <input type="checkbox"/> Washer/Dryer <input type="checkbox"/> None <input type="checkbox"/> Security System <input type="checkbox"/> Water Tank | |

INITIALS:

Seller

Date

Seller

Date

Broker

Date

| FINANCIAL INFORMATION | | Listing Address: | LAG # |
|------------------------|----------|----------------------------|-------------------------|
| • Tax Expenses | \$ _____ | • Gross Scheduled Income | \$ _____ |
| • Insurance Expenses | \$ _____ | • Vacancy Rate | _____ % |
| • Water/Sewage/Garbage | \$ _____ | • Gross Adjusted Income | \$ _____ |
| • Electrical Expenses | \$ _____ | • Net Operating Income | \$ _____ |
| • Heating Expenses | \$ _____ | • Cap Rate (NOI div by LP) | _____ % |
| • Other Expenses | \$ _____ | • Gross Rent Multiplier | _____ % (LP div by GSI) |
| • Total Expenses | \$ _____ | | |

| UNIT INFORMATION | | | |
|-------------------------------------|----------|------------------------|----------|
| •UN1 Unit #1 | _____ | UN3 Unit #3 | _____ |
| •BR1 Unit 1 Beds | _____ | BR3 Unit 3 Beds | _____ |
| •BA1 Unit 1 Bathrooms | _____ | BA3 Unit 3 Bathrooms | _____ |
| •RO1 Range/Oven (Y/N) | _____ | RO3 Range/Oven (Y/N) | _____ |
| •FG1 Refrigerator (Y/N) | _____ | FG3 Refrigerator (Y/N) | _____ |
| •DW1 Dishwasher (Y/N) | _____ | DW3 Dishwasher (Y/N) | _____ |
| •WD1 Washer/Dryer (Y/N) | _____ | WD3 Washer/Dryer (Y/N) | _____ |
| •FP1 # of Fireplaces | _____ | FP3 # of Fireplaces | _____ |
| •SF1 Approx. Sq Ft | _____ | SF3 Approx. Sq Ft | _____ |
| •RN1 Monthly Rent | \$ _____ | RN3 Monthly Rent | \$ _____ |
| UN2 Unit #2 | _____ | UN4 Unit #4 | _____ |
| BR2 Unit 2 Beds | _____ | BR4 Unit 4 Beds | _____ |
| BA2 Unit 2 Bathrooms | _____ | BA4 Unit 4 Bathrooms | _____ |
| RO2 Range/Oven (Y/N) | _____ | RO4 Range/Oven (Y/N) | _____ |
| FG2 Refrigerator (Y/N) | _____ | FG4 Refrigerator (Y/N) | _____ |
| DW2 Dishwasher (Y/N) | _____ | DW4 Dishwasher (Y/N) | _____ |
| WD2 Washer/Dryer (Y/N) | _____ | WD4 Washer/Dryer (Y/N) | _____ |
| FP2 # of Fireplaces | _____ | FP4 # of Fireplaces | _____ |
| SF2 Approx. Sq Ft | _____ | SF4 Approx. Sq Ft | _____ |
| RN2 Monthly Rent | \$ _____ | RN4 Monthly Rent | \$ _____ |
| UN5 Unit #5 | _____ | UN6 Unit #6 | _____ |
| BR5 Unit 5 Beds | _____ | BR6 Unit 6 Beds | _____ |
| BA5 Unit 5 Bathrooms | _____ | BA6 Unit 6 Bathrooms | _____ |
| RO5 Range/Oven (Y/N) | _____ | RO6 Range/Oven (Y/N) | _____ |
| FG5 Refrigerator (Y/N) | _____ | FG6 Refrigerator (Y/N) | _____ |
| DW5 Dishwasher (Y/N) | _____ | DW6 Dishwasher (Y/N) | _____ |
| WD5 Washer/Dryer (Y/N) | _____ | WD6 Washer/Dryer (Y/N) | _____ |
| FP5 # of Fireplaces | _____ | FP6 # of Fireplaces | _____ |
| SF5 Approx. Sq Ft | _____ | SF6 Approx. Sq Ft | _____ |
| RN5 Monthly Rent | \$ _____ | RN6 Monthly Rent | \$ _____ |
| • AIN Addl Monthly Income \$ _____ | | | |
| • TIN Total Monthly Income \$ _____ | | | |

Listing Address:

LAG #

REMARKS

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Confidential Broker-Only Remarks. Comments in this category are for broker's use only. (250)

• **Driving Directions to Property** (200)

• Indicates Required information () Indicates Maximum Choice

LISTING #

ADDRESS

• **County** _____ • **City** _____ • **ZIP Code** _____ + 4

• **Area** _____ • **Community/District** _____

• **Street # (HSN)** _____ **Modifier** _____ **Direction** _____ • **Street Name** _____

Suffix _____ **Post Direction** _____ **Unit #** _____

LISTING

\$ _____

• **Listing Price** _____ • **Listing Date** _____ • **Expiration Date** _____ • **Tax ID#** _____ • **Preliminary Title Ordered** _____

LOCATION

Lot Number _____ **Block** _____ **Business Name** _____

MAP BOOK _____ **Map Page** _____ **Top Map Coord.** _____ **Side Map Coord.** _____

PROPERTY INFORMATION

Lot Size (Square Feet) _____ **Lot Size Source** _____

• **Prohibit Blogging** _____ • **Allow Automated Valuation** _____ • **Show Map Link** _____ • **Internet Advertising** _____ • **Show Address to Public** _____

• **SOC** (Selling Office Com.) _____ **Selling Office Commission Comments** (40 characters maximum) _____

OWNER'S INFORMATION

• **Owner Name** _____ **Owner Name 2** _____ • **Owner's Phone** _____ • **Phone to Show** _____

• **Owner's City and State** _____ None Short Sale Other-See Remarks • **Bank Owned/REO** _____ • **Auction** _____

Virtual Tour URL (Please include http://) _____

BROKER INFORMATION

• **LAG** _____ **Broker Name and Phone** _____ **Listing Firm - ID#** _____ **Firm Name and Phone** _____
Listing Broker ID#

Co Broker - ID# _____ **CO Broker Name and Phone** _____ **Co Firm - ID#** _____ **Co Firm Name and Phone** _____

BUSINESS INFORMATION

Liens/Mortgages _____ **Leased Items** _____ **Number of Employees** _____ **Type of Business** _____

Year Established _____ **Hours of Operation** _____ **Yrs. Current Owner in Business** _____ **Signage Stays** _____

BUSINESS INFORMATION

Listing Address: _____

LAG # _____

Major Type of Business (4)

- Food & Beverage Grocery Manufacturing Services See Remarks
 Gas Station Hospitality Retail Wholesale

Licenses (4)

- Alcohol Professional
 Gaming See Remarks

Franchise _____

Equipment _____

LISTING INFORMATION

Form 17 _____

Location (5)

- Business Park Shopping Center
 Corner See Remarks
 Free Standing
 Inside

Possession (3)

- Closing Sub. Tenant's Rights
 Negotiable
 See Remarks

Showing Information (5)

- Appointment See Remarks
 Call Listing Office View with Discretion
 Owner-Call First

Potential Terms (8)

- Assumable Owner Financing
 Cash Out SBA
 Conventional See Remarks
 Lease/Purchase Variable Price Lstg

Lease Terms (4)

- None 2-3 Years
 Assignable 3-5 Years
 Less Than 1 Yr More Than 5 Years
 1-2 Years May Escalate

PROPERTY & FINANCIAL INFO

\$ _____

Annual Association Dues _____

Lot Dimensions (Feet) _____

Building Condition _____

Real Property (4)

- Lease Only Rent Only
 Lease Option Separate Listing
 Optional See Remarks
 Purchase

• Total Covered Parking _____

• Total Uncovered Parking _____

FINANCIAL INFO

| | | | |
|-----------------------------|------------------------|--------------------------|-----------------------|
| \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Real Estate Value | Equipment Value | Inventory Value | Goodwill Value |
| \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| • Annual Gross Sales | • Annual Rent | • Annual Expenses | • Net Proceeds |

REMARKS

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Confidential Broker-Only Remarks. Comments in this category are for broker's use only. (250)

• Driving Directions to Property (200)

• Indicates Required information () Indicates Maximum Choice

LISTING #

ADDRESS

| | | | | | |
|-------------------------|-----------------|-----------------------------|----------------------|-----------------------|--|
| • County | | • City | | • ZIP Code + 4 | |
| • Area | | • Community/District | | | |
| • Street # (HSN) | Modifier | Direction | • Street Name | | |
| Suffix | | Post Direction | | Unit # | |

LISTING

| | | | | |
|--|--------------------------|------------------------|---------------------------------|------------------|
| \$ | • Listing Price | • Listing Date | • Expiration Date | • Tax ID# |
| • Owner Name | Owner Name 2 | • Owner's Phone | • Owner's City and State | |
| • Occupant Type <small>(Owner/Presale/Tenant/Vacant)</small> | • Occupant's Name | • Phone to Show | | |

LOCATION

| | | | | |
|-------------------|-----------------|---|--|--|
| Lot Number | Block | Plat/Subdivision/Building Name | | |
| MAP BOOK | Map Page | Top Map <small>Coord.</small> | Side Map <small>Coord.</small> | |

PROPERTY INFORMATION

| | | | | |
|---|---|------------------------------------|-------------------------------|---------------------------------|
| • Number of Bedrooms | • Total Bathrooms | | | |
| • Prohibit Blogging | • Allow Automated Valuation | • Show Map Link | • Internet Advertising | • Show Address to Public |
| • SOC (Selling Office Com.) | Selling Office Commission Comments (40 characters maximum) | | | |
| • Year Built | Effective Year Built | Effective Year Built Source | | |
| ASF - Total (Square Feet) | Lot Size (Square Feet) | Lot Size Source | | |
| Virtual Tour URL (Please include http://) | | | | |

BROKER INFORMATION

| | | | | |
|---|---------------------------------|---------------------------|-------------------------------|--|
| • LAG <small>Listing Broker ID#</small> | Broker Name and Phone | Listing Firm - ID# | Firm Name and Phone | |
| Co Broker - ID# | CO Broker Name and Phone | Co Firm - ID# | Co Firm Name and Phone | |

LISTING INFORMATION Listing Address: _____ LAG # _____

| | | | | |
|---|---|--|------------------------|--|
| Currently Listed for Sale | Listing Number of "For Sale" Listing | Date Available | Available Until | Min. Rental Term (months) |
| Showing Information (6) | | Approval Required (3) | | Forms Required (4) |
| <input type="checkbox"/> Appointment <input type="checkbox"/> Owner-Call First <input type="checkbox"/> Call Listing Office <input type="checkbox"/> Renter-Call First <input type="checkbox"/> MLS Keybox <input type="checkbox"/> See Remarks <input type="checkbox"/> Other Keybox <input type="checkbox"/> Vacant | | <input type="checkbox"/> Association <input type="checkbox"/> Credit <input type="checkbox"/> See Remarks | | <input type="checkbox"/> Rntl Agree-Owner <input type="checkbox"/> Screening Rpt-Owner <input type="checkbox"/> Rntl Agree-Prp Mg <input type="checkbox"/> Screening Rpt-Prp Mg <input type="checkbox"/> Rntl Agree-Rnt Off <input type="checkbox"/> Screening Rpt-Rnt Off <input type="checkbox"/> Rental Application <input type="checkbox"/> See Remarks |
| Type of Property (2) | | Terms & Conditions (5) | | Move-In Funds Required (7) |
| <input type="checkbox"/> App'd Access Dwl Un <input type="checkbox"/> Room For Rent <input type="checkbox"/> Condo <input type="checkbox"/> See Remarks <input type="checkbox"/> Mobile Home <input type="checkbox"/> Shared Housing <input type="checkbox"/> Multi-Family/Apt. <input type="checkbox"/> Single Family Home | | <input type="checkbox"/> Month to Month <input type="checkbox"/> Section 8 <input type="checkbox"/> Non Smoking <input type="checkbox"/> No Pets <input type="checkbox"/> Purchase Option | | <input type="checkbox"/> First Month <input type="checkbox"/> Pet Fee <input type="checkbox"/> Last Month <input type="checkbox"/> Sec. Deposit <input type="checkbox"/> Cleaning Fee <input type="checkbox"/> See Remarks <input type="checkbox"/> Pet Deposit |
| Included in Rent (10) | | | | |
| <input type="checkbox"/> Cable <input type="checkbox"/> Heat <input type="checkbox"/> Hot Water <input type="checkbox"/> Pool Service <input type="checkbox"/> Sec. System <input type="checkbox"/> Telephone <input type="checkbox"/> Garbage <input type="checkbox"/> HO Dues <input type="checkbox"/> Lawn Service <input type="checkbox"/> Power <input type="checkbox"/> Sewer <input type="checkbox"/> Water | | | | |

SITE INFORMATION

| | | |
|--|--|--|
| View (6) | Waterfront (5) | Site Features (14) |
| <input type="checkbox"/> Bay <input type="checkbox"/> Partial <input type="checkbox"/> Canal <input type="checkbox"/> River <input type="checkbox"/> City <input type="checkbox"/> See Remarks <input type="checkbox"/> Golf Course <input type="checkbox"/> Sound <input type="checkbox"/> Jetty <input type="checkbox"/> Territorial <input type="checkbox"/> Lake <input type="checkbox"/> Mountain <input type="checkbox"/> Ocean | <input type="checkbox"/> Bank-High <input type="checkbox"/> Jetty <input type="checkbox"/> Bank-Low <input type="checkbox"/> Lake <input type="checkbox"/> Bank Medium <input type="checkbox"/> No Bank <input type="checkbox"/> Bay <input type="checkbox"/> Ocean <input type="checkbox"/> Beach Rights <input type="checkbox"/> River <input type="checkbox"/> Bulkhead <input type="checkbox"/> Sound <input type="checkbox"/> Canal <input type="checkbox"/> Creek | <input type="checkbox"/> Arena-Indoor <input type="checkbox"/> Disabled Access <input type="checkbox"/> Hot Tub/Spa <input type="checkbox"/> Arena-Outdoor <input type="checkbox"/> Dock <input type="checkbox"/> Outbuildings <input type="checkbox"/> Athletic Court <input type="checkbox"/> Dog Run <input type="checkbox"/> Patio <input type="checkbox"/> Barn <input type="checkbox"/> Fenced-Fully <input type="checkbox"/> Propane <input type="checkbox"/> Boat House <input type="checkbox"/> Fenced-Partially <input type="checkbox"/> RV Parking <input type="checkbox"/> Cabana/Gazebo <input type="checkbox"/> Gas Available <input type="checkbox"/> Shop <input type="checkbox"/> Cable TV <input type="checkbox"/> Gated Entry <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Deck <input type="checkbox"/> Green House <input type="checkbox"/> Stable |
| Pool | Basement (3) | Sewer (2) |
| _____ | <input type="checkbox"/> Daylight <input type="checkbox"/> Fully Finished <input type="checkbox"/> None <input type="checkbox"/> Partially Finished <input type="checkbox"/> Roughed In <input type="checkbox"/> Unfinished | <input type="checkbox"/> Available <input type="checkbox"/> Septic <input type="checkbox"/> Sewer Connected |
| | | Parking Type (4) |
| | | <input type="checkbox"/> Carport-Attached <input type="checkbox"/> Carport-Detached <input type="checkbox"/> Common Garage <input type="checkbox"/> Garage-Attached <input type="checkbox"/> Garage-Detached <input type="checkbox"/> Uncovered |
| | | No. of Assigned Parking Spaces |
| | | _____ |

INTERIOR INFORMATION

| | | | |
|---|---|--|--------------------------------|
| Style Code | Lower Fireplaces | Upper Fireplaces | Main Fireplaces |
| Additional Finished Rooms (6) | Appliances Provided (7) | Cats/Dogs (3) | Type of Fireplace |
| <input type="checkbox"/> Bonus Room <input type="checkbox"/> Den/Office <input type="checkbox"/> Dining Room <input type="checkbox"/> Family Room <input type="checkbox"/> Kit w/Eating Space <input type="checkbox"/> Rec Room | <input type="checkbox"/> Dishwasher <input type="checkbox"/> Garbage Disposal <input type="checkbox"/> Microwave <input type="checkbox"/> Range/Oven <input type="checkbox"/> Refrigerator <input type="checkbox"/> Washer/Dryer <input type="checkbox"/> See Remarks | <input type="checkbox"/> Cats Only <input type="checkbox"/> Dogs Only <input type="checkbox"/> No Dogs or Cats <input type="checkbox"/> No Restrictions <input type="checkbox"/> See Remarks <input type="checkbox"/> Subject to Restrictions | _____ |
| Energy Source (6) | Heating/Cooling (8) | | Furnished |
| <input type="checkbox"/> Electric <input type="checkbox"/> See Remarks <input type="checkbox"/> Geothermal <input type="checkbox"/> Solar Hot Water <input type="checkbox"/> Ground Source <input type="checkbox"/> Solar PV <input type="checkbox"/> Natural Gas <input type="checkbox"/> Wood <input type="checkbox"/> Oil <input type="checkbox"/> Pellet <input type="checkbox"/> Propane | <input type="checkbox"/> 90%+ High Efficiency <input type="checkbox"/> Baseboard <input type="checkbox"/> Ductless HP-Mini Split <input type="checkbox"/> Forced Air <input type="checkbox"/> Heat Pump <input type="checkbox"/> HEPA Air Filtration <input type="checkbox"/> Hot Water Recirc Pump <input type="checkbox"/> HRV/ERV System <input type="checkbox"/> Insert <input type="checkbox"/> Radiant <input type="checkbox"/> Radiator <input type="checkbox"/> Stove/Free Standing <input type="checkbox"/> Tankless Water Heater <input type="checkbox"/> Wall | | _____ |
| No. of Upper Bedrooms _____ | No. of Main Bedrooms _____ | No. of Lower Bedrooms _____ | |
| No. of Upper Full Baths _____ | No. of Main Full Baths _____ | No. of Lower Full Baths _____ | No. of Full Baths _____ |
| No. of 3/4 Upper Baths _____ | No. of 3/4 Main Baths _____ | No. of 3/4 Lower Baths _____ | No. of 3/4 Baths _____ |
| No. of 1/2 Upper Baths _____ | No. of 1/2 Main Baths _____ | No. of 1/2 Lower Baths _____ | No. of 1/2 Baths _____ |
| | | | Storage |
| | | | _____ |

| | | |
|--------------------|-------------------------|--------------|
| SCHOOL / COMMUNITY | Listing Address: | LAG # |
|--------------------|-------------------------|--------------|

| | | | |
|------------------------|--------------------------|----------------------------------|---------------------------|
| <hr/> | <hr/> | <hr/> | <hr/> |
| School District | Elementary School | Junior High/Middle School | Senior High School |

REMARKS

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- **Driving Directions to Property** (200)

The Investor's Guide to REITs

NAREIT's Guide to the Real Estate Investment Trust Industry

Contents:

- p2. REIT Basics
- p2. REITs in the S&P Indexes
- p3. Fundamentals of REITs
- p4. Returns Delivered by REITs
- p4. Characteristics of REIT Investment
- p6. REIT Valuation
- p6. Benefits of Real Estate in Portfolios
- p7. REIT Sectors
- p8. The REIT Story in Brief

REIT.com[™]
All Things REIT[™]



The Investor's Guide to REITs

NAREIT's Guide to the Real Estate Investment Trust Industry

REIT Basics

Real estate investment trusts (REITs) are companies that own and most often actively manage income-producing commercial real estate. Some REITs make or invest in loans and other obligations that are secured by real estate collateral. The shares of most large REITs are publicly traded.

The U.S. Congress created the legislative framework for REITs in 1960 to enable the investing public to benefit from investments in large-scale, commercial real estate enterprises.

Commercial real estate equity investment through REITs has much to offer institutional and retail investors. REIT stocks provide superior dividend income along with the potential for long-term capital gains through share price appreciation, and can also serve as a powerful tool for portfolio diversification.

Research by Ibbotson Associates, an investment research unit of Morningstar, Inc., demonstrates the multi-faceted benefits of investing in REITs:

- The ownership of REIT shares over time has historically increased investors' total return and/or lowered the overall risk in both equity and fixed-income portfolios over time.
- Dividend growth rates for REIT shares have outpaced inflation over the last decade.

Investors can choose to benefit from the opportunities in the REIT market by purchasing the stocks of individual REITs or investing in REIT mutual funds or ETFs. Actively managed mutual funds are run by portfolio managers with a high degree of expertise in the real estate industry.

REITs in the S&P Indexes

The inclusion of REITs in 2001 in the Standard & Poor's Indexes, the most widely followed investment performance benchmarks for the U.S. equity markets, underscored the importance of REITs in public capital markets and acknowledged the integral role they play in the economy and in diversified investment portfolios.

The ongoing success of the REIT model is a reflection of many things, from its income generating and growth potential, to the proven portfolio diversification benefits of owning REIT shares; and from the benefits of active and professional management of real estate properties, to the transparency and management accountability that are essential components of REIT corporate governance.

The Investor's Guide to REITs

NAREIT's Guide to the Real Estate Investment Trust Industry

Fundamentals of REITs

Publicly traded REITs are vital companies that offer investors the benefits of commercial real estate investment along with the advantages of investing in a publicly traded stock.

Liquidity

Investors can purchase or sell shares in REITs as easily as they purchase or sell shares in any other publicly traded company. REIT shares are traded on all of the major stock exchanges in the U.S., including the New York Stock Exchange (NYSE), Nasdaq, American Stock Exchange (AMEX), as well as various after-hours markets.

Shareholder Value

Just like investors in other public companies, REIT shareholders can receive value in the form of both dividend income and share value appreciation.

Active Management/Corporate Governance

Publicly traded REITs generally are actively and professionally managed corporations. They adhere to the same corporate governance principles that apply to all major public companies.

They have a senior management team that is headed by a chief executive officer (CEO) who actively manages the overall strategic vision and equity of the enterprise. The board of directors appoints the CEO, which in turn is elected by and accountable to the shareholders of the REIT.

Disclosure Obligation

Publicly traded REITs, like other public companies in the U.S., are required to make regular financial disclosures to the investment community, including quarterly and yearly audited financial results with concomitant filings with the Securities and Exchange Commission.

No Shareholder Liability

As is the case with equity investments in other publicly traded companies, shareholders have no personal liability for the debts of the REITs in which they invest.

Low Leverage

Like most other publicly traded companies, REITs tend to use moderate levels of debt in their capital structures. In fact, the average REIT debt ratio has been below 55 percent for much of the last decade.

Investors can purchase shares in REITs as easily as they purchase shares in any other publicly traded company. REIT shares are traded on all major stock exchanges.

The Investor's Guide to REITs

NAREIT's Guide to the Real Estate Investment Trust Industry

Returns Delivered by REITs

REITs Deliver Income & Long-term Growth

The special investment characteristics of income-producing real estate provide REIT investors with competitive long-term rates of return that complement the returns from other stocks and from bonds.

High Dividend Yield

REITs are required to distribute at least 90 percent of their taxable income to shareholders annually in the form of dividends. Significantly higher on average than other equities, the industry's dividend yields historically have produced a steady stream of income through a variety of market conditions.

Share Price Appreciation

Approximately one-third of the total return from REIT stocks since 1972 came from moderate, long-term growth in share prices.

Characteristics of REIT Investment

In addition to the investment performance and portfolio diversification benefits available from investing in REITs, REITs offer several advantages not found in companies across other industries. These benefits are part of the reason that REITs have become increasingly popular with investors over the past two decades:

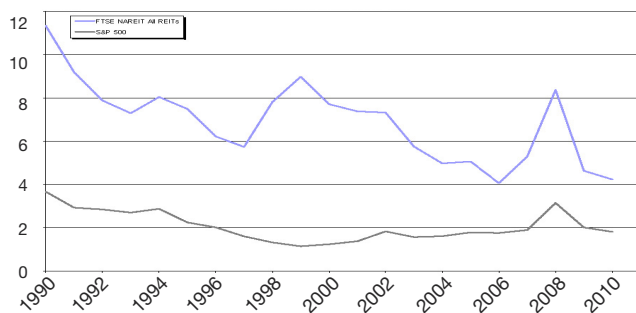
Predictable Revenue Stream

REITs' reliable income is derived from rents paid to the owners of commercial properties whose tenants often sign leases for long periods of time, or from interest payments from the financing of those properties.

Earnings Transparency

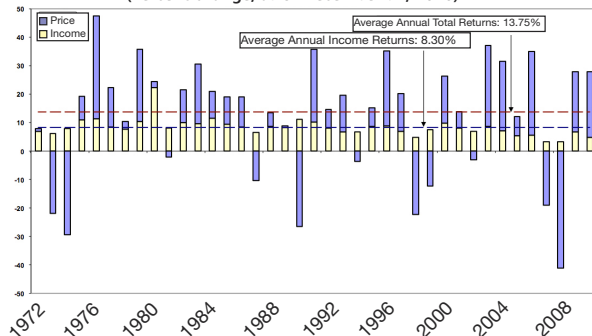
Most REITs operate along a straightforward and easily understandable business model: By increasing property occupancy rates and rents over time, higher levels of income may be produced. When reporting financial results, REITs, like other public companies, must report earnings per share based on net income as defined by generally accepted accounting principles (GAAP).

Dividend Yields:
FTSE NAREIT All REIT Index vs. S&P 500
(Year-end dividend yields, 1990-2010)



Source: NAREIT® and Standard and Poor's.

FTSE NAREIT Equity Return Components
(Percent change, as of December 31, 2010)



Source: NAREIT®

The Investor's Guide to REITs

NAREIT's Guide to the Real Estate Investment Trust Industry

Another way year-to-year financial progress can be gauged is by comparing levels of Funds From Operations (FFO). FFO, the industry's supplemental performance measure, differs mainly from net income by excluding depreciation and amortization of real estate assets and gains and losses from most property sales.

Given the broad range of real estate property sectors and business lines, there also are a number of additional earnings metrics, which are used by REITs in order to provide investors with a greater level of insight into their performance.

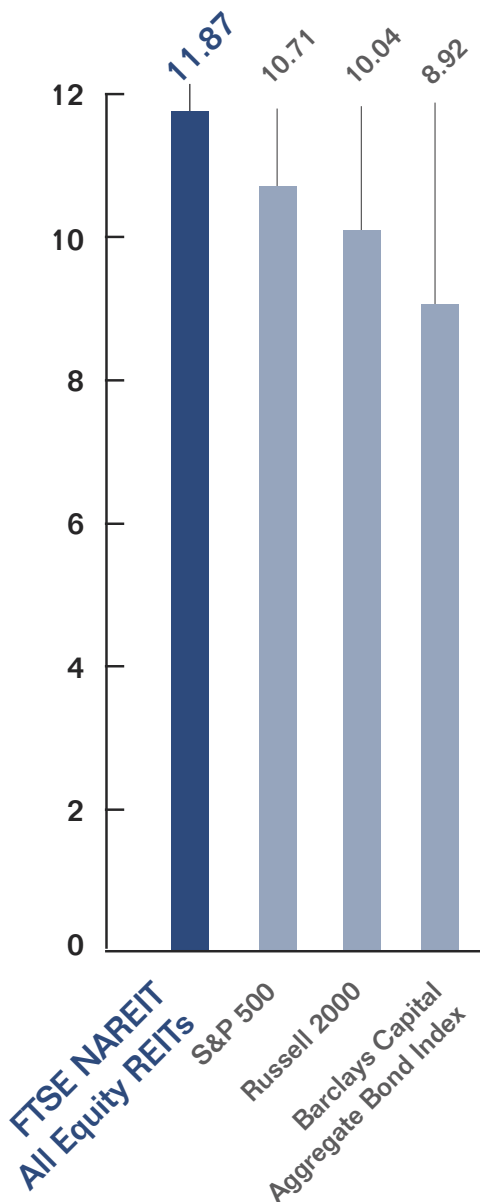
Total Return

The combination of income returns from dividends and capital gains from share price appreciation can result in healthy overall returns for REIT investors. Analysis by Ibbotson Associates demonstrates that the combination of dividends and share price appreciation has made REIT returns competitive with other major investments, including a broad range of large-cap stocks, small-cap stocks and fixed-income securities.

In short, REITs over time have demonstrated a historical track record providing a high level of current income combined with long-term share price appreciation, inflation protection, and prudent diversification for investors across the age and investment style spectrums.

REITs Outperform Leading U.S. Benchmarks

30-Year Compound Annual Total Returns
Data as of December 31, 2010



The Investor's Guide to REITs

NAREIT's Guide to the Real Estate Investment Trust Industry

REIT Valuation

Many factors affect the value of a REIT's share price beginning with the earnings tied to generally predictable and growing streams of rental revenue and a price-earnings multiple assigned by the marketplace.

The level and growth of rents are largely determined by economic fundamentals of supply and demand in real estate markets. These fundamentals include demographic factors such as population size, population growth, employment growth, construction and the level of overall economic activity. While differing from region to region, all of these factors typically have a direct impact on rents and occupancy rates, which affect projected earnings and property values.

Other factors include:

Net Asset Value Calculation

Many REIT analysts look at net asset value (NAV) as a reference point for the valuation of a company. NAV equals the estimated market value of a REIT's total assets (mostly real property) minus the value of all liabilities. When divided by the number of common shares outstanding, the net asset value per share is viewed by some as a useful guideline for determining the appropriate level of share price.

Property Portfolio Enhancements

The value of a REIT's property portfolio can be maintained or enhanced through consistent capital expenditures. This is significant because strategic property portfolio enhancements help to maintain or increase NAVs and can provide the basis for price appreciation of a REIT's shares.

Benefits of Real Estate in Portfolios

Given the investment strengths and historical performance of REITs, it is no surprise that REIT shares are commonly viewed as a good investment for all long-term, diversified investors.

Clearly, the inclusion of REIT shares in any investment portfolio is a prudent investment decision:

Market Variability Balance

First, the variability of market returns over time and across all economic sectors makes it clear that diversification is the key to long-term investment success. Integral to diversification is the inclusion of equities representing all sectors of the economy, including real estate.

Attractive Risk/Reward Balance

Second, REIT shares have proven to offer an attractive risk/reward balance in investment portfolios. Asset allocation analysis from Ibbotson Associates has found that adding REIT shares to a diversified portfolio historically has increased total portfolio returns or lowered overall portfolio risk.

In fact, Ibbotson's research shows that, when REIT shares are added to an already diversified portfolio, the efficient frontier of the portfolio is raised. When portfolio investments are efficient, risk-averse investors can expect to realize higher portfolio returns with the low level of portfolio risk they prefer, while risk-tolerant investors can expect to realize lower risk along with the high level of returns they seek.

Ultimately, a more efficient portfolio is something that all investors – from those looking for value or income, to those who are more growth-oriented – will find attractive.

The Investor's Guide to REITs

NAREIT's Guide to the Real Estate Investment Trust Industry

REIT Sectors

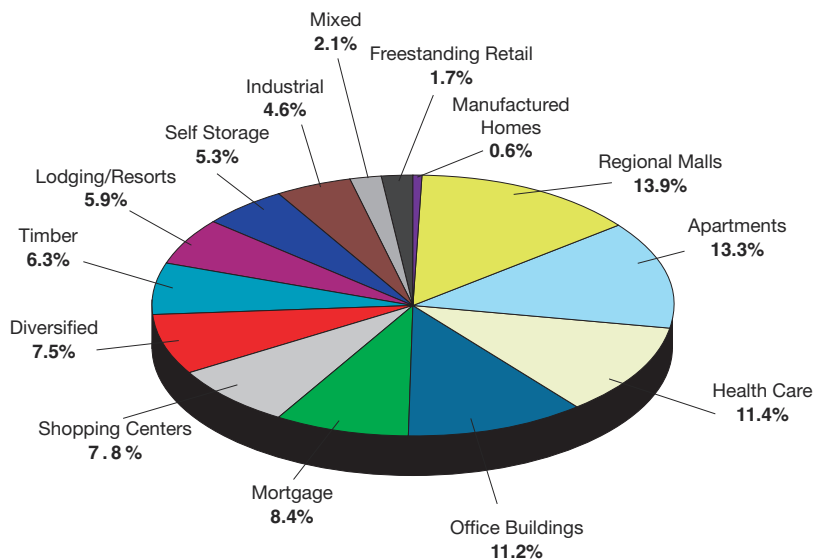
With a very diverse profile, the REIT industry offers investors many alternatives across a broad range of specific real estate property sectors, including:

- Apartment communities
- Office properties
- Shopping centers
- Regional malls
- Storage centers
- Industrial parks and warehouses
- Lodging facilities, including hotels and resorts
- Health care facilities
- Natural resources.

REITs regularly explore new opportunities for income growth, from new acquisitions or development to providing income-producing leasing or tenant services. Regardless of specific business lines, REITs acquire and develop their properties primarily to actively manage and operate them as income-producing, ongoing businesses.

REITs Invest In All Property Types

(as of March 31, 2010)



The Investor's Guide to REITs

NAREIT's Guide to the Real Estate Investment Trust Industry

The REIT Story in Brief

REIT shares clearly can benefit most investors, whether value-driven or growth-oriented, individual or institutional.

They offer the benefits of ongoing current income, with the potential for long-term capital appreciation that historically has met or exceeded inflation.

They are equities that derive a large part of their value from tangible, hard assets and the effective management of those assets.

And they have been proven to bring the benefits of balance, diversification and greater risk/reward efficiency to a broad range of investment portfolios.

We invite you to further explore what the REIT sector can offer you.

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The Investor's Guide to REITs

NAREIT's Guide to the Real Estate Investment Trust Industry

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The Fair Housing Act

Fair housing laws prohibit discrimination in the sale and rental of housing based on a person's:

- ❖ Race
- ❖ Color
- ❖ Sex
- ❖ Religion
- ❖ National origin
- ❖ Disability
- ❖ Familial status (children under 18)

"Housing" includes, but is not limited to, apartments, condominiums, duplexes, and multi-unit dwellings, mobile homes / trailer courts, private homes, and vacant land.

How fair housing applies to you:

The Fair Housing Act is intended to allow people equal opportunities to live wherever they choose. Where you live determines:

- ❖ Where your children go to school
- ❖ Ease of getting to work, health care, recreation
- ❖ Ensures the community is a good place for future businesses to locate
- ❖ Promotes economic growth and well-being for all people



Fair Housing laws apply, but are not limited to:

- ❖ Advertising media
- ❖ Residential landlords, rental agents, housing agents/mangers, real estate brokers, and sales persons
- ❖ Homeowners
- ❖ Home builders
- ❖ Banks, savings and loan associations, mortgage lenders, or other financial institutions
- ❖ Developers/contractors
- ❖ Landowners
- ❖ Condominium developers or owners
- ❖ Group homes, nursing homes, and shelters



Fair Housing Laws prohibit

- ❖ Advertizing the sale, rental, or financing of a dwelling that indicates a preference, limitation, or discrimination
- ❖ Refusing to show, rent, lease, sell, or transfer housing, or refusing to receive or transmit an offer to buy, rent, or lease housing
- ❖ Causing unequal terms, conditions, and privileges of housing, including financial assistance for housing
- ❖ Segregating and/or separation in housing
- ❖ Giving a person of a protected class different terms of conditions of sale
- ❖ Asking questions that indicate a different selection process
- ❖ Applying different rules, policies, conditions, or terms to members of a protected class
- ❖ Restricting choice of unit or neighborhood
- ❖ Threatening, intimidating, interfering, or retaliating against a protected class member or someone that has filed a complaint
- ❖ Refusing to make reasonable modifications or accommodations for a disabled tenant

Idaho Legal Aid Services helps:

Idaho Legal Aid Services is a nonprofit organization that promotes fair housing practices for housing providers and consumers throughout Idaho by providing free presentations on the Fair Housing Act and how it affects our communities. The presentation focuses on the rights and responsibilities of both consumers and housing providers.

One of our aims is to educate people who are often face discrimination when it comes to housing. These protected persons need to know about their fair housing rights in landlord/tenant situations as well as in home buying because these groups:

- ❖ Often do not realize that their rights are being violated, or
- ❖ May experience discrimination so frequently that they begin to feel powerless to fight it—even come to expect it.

For these reasons, we want to share with the community information about fair housing so that we can work together to better help those in need.

Additionally, we want to educate those who come in direct contact with these protected persons either as advocates or housing providers. As providers, there is a responsibility to provide an equal opportunity to all people.

To arrange for fair housing educational workshops, please contact Sunrise Ayers at sunriseayers@idaholegalaid.org.



Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity

The Fair Housing Act does not specifically include sexual orientation and gender identity as prohibited bases. However, a lesbian, gay, bisexual, or transgender (LGBT) person's experience with sexual orientation or gender identity housing discrimination may still be covered by the Fair Housing Act. In addition, housing providers that receive HUD funding, have loans insured by the Federal Housing Administration (FHA), as well as lenders insured by FHA, may be subject to HUD regulations intended to ensure equal access of LGBT persons, called the HUD Equal Access Rule.

The Equal Access rule requires entities assisted by HUD or insured by FHA to make housing available without regard to actual or perceived sexual orientation, gender identity, or marital status.

Idaho Legal Aid Services website:

For pamphlets and more information about your rights under the Fair Housing Act, Idaho Legal Aid's website includes the following:

- ❖ Landlord/tenant rights and responsibilities
- ❖ HUD's Housing Discrimination Forms
- ❖ Rights of Manufactured Housing Tenants
- ❖ Public Housing
- ❖ Advice for Renters and Security Deposits
- ❖ Links to other fair housing websites

Log on to: www.idaholegalaid.org



If you have been discriminated against you can contact:

- ❖ Your local Idaho Legal Aid Services office
- ❖ Intermountain Fair Housing Council 1-800-717-0695 or 383-0695 in Boise (both are TTY accessible)
- ❖ HUD directly toll free at 1-800-877-0246
- ❖ Complete the HUD online complaint form at www.hud.gov

Idaho Legal Aid Services Area Offices

310 N. 5th Street, Boise ID 83702
208-345-0106

1104 Blaine Street, Caldwell ID 83605
208-454-2591

610 W. Hubbard Street, Suite 219, Coeur d'Alene ID 83814

208-667-9559

482 Constitution Way, # 101, Idaho Falls ID 83402
208-524-3660

633 Main Street, Suite 103, Lewiston ID 83501
208-743-1556

150 S. Arthur, # 203, Pocatello ID 83204
208-233-0079

475 Polk St., Suite 4, Twin Falls ID 83301
208-734-7024

TTY 1-800-245-7573

8/2013

www.idaholegalaid.org



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The Fair Housing Act Protects You

Fair Housing-It's Your Right



Related Information

- ▶ [Housing Discrimination Complaint](#)
- ▶ [Fair Housing Act](#)
- ▶ [Title VI of the Civil Rights Act of 1964](#)
- ▶ [Americans with Disabilities Act](#)
- ▶ [Administrative Law Judges](#)
- ▶ [Equal Opportunity for All Booklet](#)

Learn about the Fair Housing Act

The Fair Housing Act protects people from discrimination when they are renting, buying, or securing financing for any housing. The prohibitions specifically cover discrimination because of race, color, national origin, religion, sex, disability and the presence of children. [Learn more](#)

1.) Get basic facts about the Fair Housing Act

1.)What Housing Is Covered?

The Fair Housing Act covers most housing. In some circumstances, the Act exempts owner-occupied buildings with no more than four units, single-family housing sold or rented without the use of a broker, and housing operated by organizations and private clubs that limit occupancy to members.

2.)What Is Prohibited?

In the Sale and Rental of Housing: No one may take any of the following actions based on race, color, national origin, religion, sex, familial status or handicap:

- Refuse to rent or sell housing
- Refuse to negotiate for housing
- Make housing unavailable
- Deny a dwelling
- Set different terms, conditions or privileges for sale or rental of a dwelling
- Provide different housing services or facilities
- Falsely deny that housing is available for inspection, sale, or rental
- For profit, persuade owners to sell or rent (blockbusting) or
- Deny anyone access to or membership in a facility or service (such as a multiple listing service) related to the sale or rental of housing.

In Mortgage Lending: No one may take any of the following actions based on race, color, national origin, religion, sex, familial status or handicap (disability):

- Refuse to make a mortgage loan
- Refuse to provide information regarding loans
- Impose different terms or conditions on a loan, such as different interest rates, points, or fees
- Discriminate in appraising property
- Refuse to purchase a loan or
- Set different terms or conditions for purchasing a loan.

In Addition: It is illegal for anyone to:

- Threaten, coerce, intimidate or interfere with anyone exercising a fair housing right or assisting others who exercise that right
- Advertise or make any statement that indicates a limitation or preference based on race, color, national origin, religion, sex, familial status, or handicap. This prohibition against discriminatory advertising applies to single-family and owner-occupied housing that is otherwise exempt from the Fair Housing Act.

3.) Additional Protection if You Have a Disability

If you or someone associated with you:

- Have a physical or mental disability (including hearing, mobility and visual impairments, chronic alcoholism, chronic mental illness, AIDS, AIDS Related Complex and mental retardation) that substantially limits one or more major life activities
- Have a record of such a disability or
- Are regarded as having such a disability

your landlord **may not**:

- Refuse to let you make reasonable modifications to your dwelling or common use areas, at your expense, if necessary for the disabled person to use the housing. (Where reasonable, the landlord may permit changes only if you agree to restore the property to its original condition when you move.)
- Refuse to make reasonable accommodations in rules, policies, practices or services if necessary for the disabled person to use the housing.

Example: A building with a no pets policy must allow a visually impaired tenant to keep a guide dog.

Example: An apartment complex that offers tenants ample, unassigned parking must honor a request from a mobility-impaired tenant for a reserved space near her apartment if necessary to assure that she can have access to her apartment.

However, housing need not be made available to a person who is a direct threat to the health or safety of others or who currently uses illegal drugs.

4.) Requirements for New Buildings

In buildings that are ready for first occupancy after March 13, 1991, and have an elevator and four or more units:

- Public and common areas must be accessible to persons with disabilities
- Doors and hallways must be wide enough for wheelchairs
- All units must have:
 - An accessible route into and through the unit
 - Accessible light switches, electrical outlets, thermostats and other environmental controls
 - Reinforced bathroom walls to allow later installation of grab bars and
 - Kitchens and bathrooms that can be used by people in wheelchairs.

If a building with four or more units has no elevator and will be ready for first occupancy after March 13, 1991, these standards apply to ground floor units.

These requirements for new buildings do not replace any more stringent standards in State or local law.

5.) Housing Opportunities for Families

Unless a building or community qualifies as housing for older persons, it may not discriminate based on familial status. That is, it may not discriminate against families in which one or more children under 18 live with:

- A parent
- A person who has legal custody of the child or children or
- The designee of the parent or legal custodian, with the parent or custodian's written permission.

Familial status protection also applies to pregnant women and anyone securing legal custody of a child under 18.

Exemption: Housing for older persons is exempt from the prohibition against familial status discrimination if:

- The HUD Secretary has determined that it is specifically designed for and occupied by elderly persons under a Federal, State or local government program or
- It is occupied solely by persons who are 62 or older or
- It houses at least one person who is 55 or older in at least 80 percent of the occupied units, and adheres to a policy that demonstrates an intent to house persons who are 55 or older.

A transition period permits residents on or before September 13, 1988, to continue living in the housing, regardless of their age, without interfering with the exemption.

2.) [If You Think Your Rights Have Been Violated](#)

3.) [What Happens when You File a Complaint?](#)

FAIR HOUSING ACT

Sec. 800. [42 U.S.C. 3601 note] Short Title

This title may be cited as the "Fair Housing Act".

Sec. 801. [42 U.S.C. 3601] Declaration of Policy

It is the policy of the United States to provide, within constitutional limitations, for fair housing throughout the United States.

Sec. 802. [42 U.S.C. 3602] Definitions As used in this subchapter--

- (a) "Secretary" means the Secretary of Housing and Urban Development.
- (b) "Dwelling" means any building, structure, or portion thereof which is occupied as, or designed or intended for occupancy as, a residence by one or more families, and any vacant land which is offered for sale or lease for the construction or location thereon of any such building, structure, or portion thereof.
- (c) "Family" includes a single individual.
- (d) "Person" includes one or more individuals, corporations, partnerships, associations, labor organizations, legal representatives, mutual companies, joint-stock companies, trusts, unincorporated organizations, trustees, trustees in cases under title 11 [of the United States Code], receivers, and fiduciaries.
- (e) "To rent" includes to lease, to sublease, to let and otherwise to grant for a consideration the right to occupy premises not owned by the occupant.
- (f) "Discriminatory housing practice" means an act that is unlawful under section 804, 805, 806, or 818 of this title.
- (g) "State" means any of the several States, the District of Columbia, the Commonwealth of Puerto Rico, or any of the territories and possessions of the United States.
- (h) "Handicap" means, with respect to a person--
 - (1) a physical or mental impairment which substantially limits one or more of such person's major life activities,
 - (2) a record of having such an impairment, or
 - (3) being regarded as having such an impairment, but such term does not include current, illegal use of or addiction to a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)).
- (i) "Aggrieved person" includes any person who--
 - (1) claims to have been injured by a discriminatory housing practice; or
 - (2) believes that such person will be injured by a discriminatory housing practice that is about to occur.
- (j) "Complainant" means the person (including the Secretary) who files a complaint under section 810.
- (k) "Familial status" means one or more individuals (who have not attained the age of 18 years) being domiciled with--
 - (1) a parent or another person having legal custody of such individual or individuals; or
 - (2) the designee of such parent or other person having such custody, with the written permission of such parent or other person.

The protections afforded against discrimination on the basis of familial status shall apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years.

- (l) "Conciliation" means the attempted resolution of issues raised by a complaint, or by the investigation

of such complaint, through informal negotiations involving the aggrieved person, the respondent, and the Secretary.

(m) "Conciliation agreement" means a written agreement setting forth the resolution of the issues in conciliation.

(n) "Respondent" means--

(1) the person or other entity accused in a complaint of an unfair housing practice; and

(2) any other person or entity identified in the course of investigation and notified as required with respect to respondents so identified under section 810(a).

(o) "Prevailing party" has the same meaning as such term has in section 722 of the Revised Statutes of the United States (42 U.S.C. 1988).

[42 U.S.C. 3602 note] Neither the term "individual with handicaps" nor the term "handicap" shall apply to an individual solely because that individual is a transvestite.

Sec. 803. [42 U.S.C. 3603] Effective dates of certain prohibitions

(a) Subject to the provisions of subsection (b) of this section and section 807 of this title, the prohibitions against discrimination in the sale or rental of housing set forth in section 804 of this title shall apply:

(1) Upon enactment of this subchapter, to--

(A) dwellings owned or operated by the Federal Government;

(B) dwellings provided in whole or in part with the aid of loans, advances, grants, or contributions made by the Federal Government, under agreements entered into after November 20, 1962, unless payment due thereon has been made in full prior to April 11, 1968;

(C) dwellings provided in whole or in part by loans insured, guaranteed, or otherwise secured by the credit of the Federal Government, under agreements entered into after November 20, 1962, unless payment thereon has been made in full prior to April 11, 1968:

Provided, That nothing contained in subparagraphs (B) and (C) of this subsection shall be applicable to dwellings solely by virtue of the fact that they are subject to mortgages held by an FDIC or FSLIC institution; and

(D) dwellings provided by the development or the redevelopment of real property purchased, rented, or otherwise obtained from a State or local public agency receiving Federal financial assistance for slum clearance or urban renewal with respect to such real property under loan or grant contracts entered into after November 20, 1962.

(2) After December 31, 1968, to all dwellings covered by paragraph (1) and to all other dwellings except as exempted by subsection (b) of this section.

(b) Nothing in section 804 of this title (other than subsection (c)) shall apply to--

(1) any **single-family house** sold or rented by an owner: **Provided**, That such private individual owner does not own more than three such single-family houses at any one time: **Provided further**, That in the case of the sale of any such single-family house by a private individual owner not residing in such house at the time of such sale or who was not the most recent resident of such house prior to such sale, the exemption granted by this subsection shall apply only with respect to one such sale within any twenty-four month period: **Provided further**, That such bona fide private individual owner does not own any interest in, nor is there owned or reserved on his behalf, under any express or voluntary agreement, title to or any right to all or a portion of the proceeds from the sale or rental of, more than three such single-family houses at any one time: **Provided further**, That after December 31, 1969, the sale or rental of any such single-family house shall be excepted from the application of this subchapter only if such house is sold or rented (A) without the use in any manner of the sales or rental facilities or the sales or

rental services of any real estate broker, agent, or salesman, or of such facilities or services of any person in the business of selling or renting dwellings, or of any employee or agent of any such broker, agent, salesman, or person and (B) without the publication, posting or mailing, after notice, of any advertisement or written notice in violation of section 804(c) of this title; but nothing in this proviso shall prohibit the use of attorneys, escrow agents, abstractors, title companies, and other such professional assistance as necessary to perfect or transfer the title, or

(2)rooms or units in dwellings containing living quarters occupied or intended to be occupied by no more than four families living independently of each other, if the owner actually maintains and occupies one of such living quarters as his residence.

(c)For the purposes of subsection (b) of this section, a person shall be deemed to be in the business of selling or renting dwellings if--

(1) he has, within the preceding twelve months, participated as principal in three or more transactions involving the sale or rental of any dwelling or any interest therein, or

(2) he has, within the preceding twelve months, participated as agent, other than in the sale of his own personal residence in providing sales or rental facilities or sales or rental services in two or more transactions involving the sale or rental of any dwelling or any interest therein, or

(3) he is the owner of any dwelling designed or intended for occupancy by, or occupied by, five or more families.

Sec. 804. [42 U.S.C. 3604] Discrimination in sale or rental of housing and other prohibited practices As made applicable by section 803 of this title and except as exempted by sections 803(b) and 807 of this title, it shall be unlawful--

(a) To refuse to sell or rent after the making of a bona fide offer, or to refuse to negotiate for the sale or rental of, or otherwise make unavailable or deny, a dwelling to any person because of race, color, religion, sex, familial status, or national origin.

(b) To discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection therewith, because of race, color, religion, sex, familial status, or national origin.

(c) To make, print, or publish, or cause to be made, printed, or published any notice, statement, or advertisement, with respect to the sale or rental of a dwelling that indicates any preference, limitation, or discrimination based on race, color, religion, sex, handicap, familial status, or national origin, or an intention to make any such preference, limitation, or discrimination.

(d) To represent to any person because of race, color, religion, sex, handicap, familial status, or national origin that any dwelling is not available for inspection, sale, or rental when such dwelling is in fact so available.

(e) For profit, to induce or attempt to induce any person to sell or rent any dwelling by representations regarding the entry or prospective entry into the neighborhood of a person or persons of a particular race, color, religion, sex, handicap, familial status, or national origin.

(f)

(1) To discriminate in the sale or rental, or to otherwise make unavailable or deny, a dwelling to any buyer or renter because of a handicap of--

(A) that buyer or renter,

(B) a person residing in or intending to reside in that dwelling after it is so sold, rented, or made available; or

(C) any person associated with that buyer or renter.

(2) To discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection with such dwelling, because of a handicap of--

- (A) that person; or
- (B) a person residing in or intending to reside in that dwelling after it is so sold, rented, or made available; or
- (C) any person associated with that person.

(3) For purposes of this subsection, discrimination includes--

(A) a refusal to permit, at the expense of the handicapped person, reasonable modifications of existing premises occupied or to be occupied by such person if such modifications may be necessary to afford such person full enjoyment of the premises, except that, in the case of a rental, the landlord may where it is reasonable to do so condition permission for a modification on the renter agreeing to restore the interior of the premises to the condition that existed before the modification, reasonable wear and tear excepted.

(B) a refusal to make reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford such person equal opportunity to use and enjoy a dwelling; or

(C) in connection with the design and construction of covered multifamily dwellings for first occupancy after the date that is 30 months after the date of enactment of the Fair Housing Amendments Act of 1988, a failure to design and construct those dwelling in such a manner that--

- (i) the public use and common use portions of such dwellings are readily accessible to and usable by handicapped persons;
- (ii) all the doors designed to allow passage into and within all premises within such dwellings are sufficiently wide to allow passage by handicapped persons in wheelchairs; and
- (iii) all premises within such dwellings contain the following features of adaptive design:
 - (I) an accessible route into and through the dwelling;
 - (II) light switches, electrical outlets, thermostats, and other environmental controls in accessible locations;
 - (III) reinforcements in bathroom walls to allow later installation of grab bars; and
 - (IV) usable kitchens and bathrooms such that an individual in a wheelchair can maneuver about the space.

(4) Compliance with the appropriate requirements of the American National Standard for buildings and facilities providing accessibility and usability for physically handicapped people (commonly cited as "ANSI A117.1") suffices to satisfy the requirements of paragraph (3)(C)(iii).

(5)

(A) If a State or unit of general local government has incorporated into its laws the requirements set forth in paragraph (3)(C), compliance with such laws shall be deemed to satisfy the requirements of that paragraph.

(B) A State or unit of general local government may review and approve newly constructed covered multifamily dwellings for the purpose of making determinations as to whether the design and construction requirements of paragraph (3)(C) are met.

(C) The Secretary shall encourage, but may not require, States and units of local government to include in their existing procedures for the review and approval of newly constructed covered multifamily dwellings, determinations as to whether the design and construction of such dwellings are consistent with paragraph (3)(C), and shall provide technical assistance to States and units of local government and other persons to implement the requirements of paragraph (3)(C).

(D) Nothing in this title shall be construed to require the Secretary to review or approve the plans, designs or construction of all covered multifamily dwellings, to determine whether the design and construction of such dwellings are consistent with the requirements of paragraph 3(C).

(6)

(A) Nothing in paragraph (5) shall be construed to affect the authority and responsibility of the Secretary or a State or local public agency certified pursuant to section 810(f)(3) of this Act to receive and process complaints or otherwise engage in enforcement activities under this title.

(B) Determinations by a State or a unit of general local government under paragraphs (5)

(A) and (B) shall not be conclusive in enforcement proceedings under this title.

(7) As used in this subsection, the term "covered multifamily dwellings" means—

(A) buildings consisting of 4 or more units if such buildings have one or more elevators;
and

(B) ground floor units in other buildings consisting of 4 or more units.

(8) Nothing in this title shall be construed to invalidate or limit any law of a State or political subdivision of a State, or other jurisdiction in which this title shall be effective, that requires dwellings to be designed and constructed in a manner that affords handicapped persons greater access than is required by this title.

(9) Nothing in this subsection requires that a dwelling be made available to an individual whose tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical damage to the property of others.

Sec. 805. [42 U.S.C. 3605] Discrimination in Residential Real Estate-Related Transactions

(a) In General.—It shall be unlawful for any person or other entity whose business includes engaging in residential real estate-related transactions to discriminate against any person in making available such a transaction, or in the terms or conditions of such a transaction, because of race, color, religion, sex, handicap, familial status, or national origin.

(b) Definition.—As used in this section, the term "residential real estate-related transaction" means any of the following:

(1) The making or purchasing of loans or providing other financial assistance—

(A) for purchasing, constructing, improving, repairing, or maintaining a dwelling; or

(B) secured by residential real estate.

(2) The selling, brokering, or appraising of residential real property.

(c) Appraisal Exemption.—Nothing in this title prohibits a person engaged in the business of furnishing appraisals of real property to take into consideration factors other than race, color, religion, national origin, sex, handicap, or familial status.

Sec. 806. [42 U.S.C. 3606] Discrimination in provision of brokerage services After December 31, 1968, it shall be unlawful to deny any person access to or membership or participation in any multiple-listing service, real estate brokers' organization or other service, organization, or facility relating to the business of selling or renting dwellings, or to discriminate against him in the terms or conditions of such access, membership, or participation, on account of race, color, religion, sex, handicap, familial status, or national origin.

Sec. 807. [42 U.S.C. 3607] Religious organization or private club exemption

(a) Nothing in this subchapter shall prohibit a religious organization, association, or society, or any nonprofit institution or organization operated, supervised or controlled by or in conjunction with a religious organization, association, or society, from limiting the sale, rental or occupancy of dwellings

which it owns or operates for other than a commercial purpose to persons of the same religion, or from giving preference to such persons, unless membership in such religion is restricted on account of race, color, or national origin. Nor shall anything in this subchapter prohibit a private club not in fact open to the public, which as an incident to its primary purpose or purposes provides lodgings which it owns or operates for other than a commercial purpose, from limiting the rental or occupancy of such lodgings to its members or from giving preference to its members.

(b)

(1) Nothing in this title limits the applicability of any reasonable local, State, or Federal restrictions regarding the maximum number of occupants permitted to occupy a dwelling. Nor does any provision in this title regarding familial status apply with respect to housing for older persons.

(2) As used in this section "housing for older persons" means housing --

- (A) provided under any State or Federal program that the Secretary determines is specifically designed and operated to assist elderly persons (as defined in the State or Federal program); or
- (B) intended for, and solely occupied by, persons 62 years of age or older; or
- (C) intended and operated for occupancy by persons 55 years of age or older, and--
 - (i) at least 80 percent of the occupied units are occupied by at least one person who is 55 years of age or older;
 - (ii) the housing facility or community publishes and adheres to policies and procedures that demonstrate the intent required under this subparagraph; and
 - (iii) the housing facility or community complies with rules issued by the Secretary for verification of occupancy, which shall--
 - (I) provide for verification by reliable surveys and affidavits; and
 - (II) include examples of the types of policies and procedures relevant to a determination of compliance with the requirement of clause (ii). Such surveys and affidavits shall be admissible in administrative and judicial proceedings for the purposes of such verification.

(3) Housing shall not fail to meet the requirements for housing for older persons by reason of:

- (A) persons residing in such housing as of the date of enactment of this Act who do not meet the age requirements of subsections (2)(B) or (C): **Provided**, That new occupants of such housing meet the age requirements of sections (2)(B) or (C); or
- (B) unoccupied units: **Provided**, That such units are reserved for occupancy by persons who meet the age requirements of subsections (2)(B) or (C).

(4) Nothing in this title prohibits conduct against a person because such person has been convicted by any court of competent jurisdiction of the illegal manufacture or distribution of a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

(5)

- (A) A person shall not be held personally liable for monetary damages for a violation of this title if such person reasonably relied, in good faith, on the application of the exemption under this subsection relating to housing for older persons.
- (B) For the purposes of this paragraph, a person may only show good faith reliance on the application of the exemption by showing that--
 - (i) such person has no actual knowledge that the facility or community is not, or will not be, eligible for such exemption; and
 - (ii) the facility or community has stated formally, in writing, that the facility or community complies with the requirements for such exemption

Sec. 808. [42 U.S.C. 3608] Administration

(a) Authority and responsibility

The authority and responsibility for administering this Act shall be in the Secretary of Housing and Urban Development.

(b) Assistant Secretary

The Department of Housing and Urban Development shall be provided an additional Assistant Secretary.

(c) Delegation of authority; appointment of administrative law judges; location of conciliation meetings; administrative review

The Secretary may delegate any of his functions, duties and power to employees of the Department of Housing and Urban Development or to boards of such employees, including functions, duties, and powers with respect to investigating, conciliating, hearing, determining, ordering, certifying, reporting, or otherwise acting as to any work, business, or matter under this subchapter. The person to whom such delegations are made with respect to hearing functions, duties, and powers shall be appointed and shall serve in the Department of Housing and Urban Development in compliance with sections 3105, 3344, 5372, and 7521 of title 5 [of the United States Code]. Insofar as possible, conciliation meetings shall be held in the cities or other localities where the discriminatory housing practices allegedly occurred. The Secretary shall by rule prescribe such rights of appeal from the decisions of his administrative law judges to other administrative law judges or to other officers in the Department, to boards of officers or to himself, as shall be appropriate and in accordance with law.

(d) Cooperation of Secretary and executive departments and agencies in administration of housing and urban development programs and activities to further fair housing purposes

All executive departments and agencies shall administer their programs and activities relating to housing and urban development (including any Federal agency having regulatory or supervisory authority over financial institutions) in a manner affirmatively to further the purposes of this subchapter and shall cooperate with the Secretary to further such purposes.

(e) Functions of Secretary

The Secretary of Housing and Urban Development shall--

(1) make studies with respect to the nature and extent of discriminatory housing practices in representative communities, urban, suburban, and rural, throughout the United States;

(2) publish and disseminate reports, recommendations, and information derived from such studies, including an annual report to the Congress--

(A) specifying the nature and extent of progress made nationally in eliminating discriminatory housing practices and furthering the purposes of this title, obstacles remaining to achieving equal housing opportunity, and recommendations for further legislative or executive action; and

(B) containing tabulations of the number of instances (and the reasons therefor) in the preceding year in which--

(i) investigations are not completed as required by section 810(a)(1)(B);

(ii) determinations are not made within the time specified in section 810(g); and

(iii) hearings are not commenced or findings and conclusions are not made as required by section 812(g);

(3) cooperate with and render technical assistance to Federal, State, local, and other public or private agencies, organizations, and institutions which are formulating or carrying on programs to prevent or eliminate discriminatory housing practices;

(4) cooperate with and render such technical and other assistance to the Community Relations Service as may be appropriate to further its activities in preventing or eliminating discriminatory housing practices;

(5) administer the programs and activities relating to housing and urban development in a manner affirmatively to further the policies of this subchapter; and

(6) annually report to the Congress, and make available to the public, data on the race, color, religion, sex, national origin, age, handicap, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of, programs administered by the Department to the extent such characteristics are within the coverage of the provisions of law and Executive orders referred to in subsection (f) which apply to such programs (and in order to develop the data to be included and made available to the public under this subsection, the Secretary shall, without regard to any other provision of law, collect such information relating to those characteristics as the Secretary determines to be necessary or appropriate).

(f) The provisions of law and Executive orders to which subsection (e)(6) applies are--

- (1) title VI of the Civil Rights Act of 1964;
- (2) title VIII of the Civil Rights Act of 1968;
- (3) section 504 of the Rehabilitation Act of 1973;
- (4) the Age Discrimination Act of 1975;
- (5) the Equal Credit Opportunity Act;
- (6) section 1978 of the Revised Statutes (42 U.S.C. 1982);
- (7) section 8(a) of the Small Business Act;
- (8) section 527 of the National Housing Act;
- (9) section 109 of the Housing and Community Development Act of 1974;
- (10) section 3 of the Housing and Urban Development Act of 1968;
- (11) Executive Orders 11063, 11246, 11625, 12250, 12259, and 12432; and
- (12) any other provision of law which the Secretary specifies by publication in the Federal Register for the purpose of this subsection.

Sec. 808a. [42 U.S.C. 3608a] Collection of certain data

(a) In general

To assess the extent of compliance with Federal fair housing requirements (including the requirements established under title VI of Public Law 88-352 [42 U.S.C.A. {2000d et seq.}] and title VIII of Public Law 90-284 [42 U.S.C.A. {3601 et seq.}], the Secretary of Housing and Urban Development and the Secretary of Agriculture shall each collect, not less than annually, data on the racial and ethnic characteristics of persons eligible for, assisted, or otherwise benefiting under each community development, housing assistance, and mortgage and loan insurance and guarantee program administered by such Secretary. Such data shall be collected on a building by building basis if the Secretary involved determines such collection to be appropriate.

(b) Reports to Congress

The Secretary of Housing and Urban Development and the Secretary of Agriculture shall each include in the annual report of such Secretary to the Congress a summary and evaluation of the data collected by such Secretary under subsection (a) of this section during the preceding year.

Sec. 809. [42 U.S.C. 3609] Education and conciliation; conferences and consultations; reports

Immediately after April 11, 1968, the Secretary shall commence such educational and conciliatory activities as in his judgment will further the purposes of this subchapter. He shall call conferences of persons in the housing industry and other interested parties to acquaint them with the provisions of this subchapter and his suggested means of implementing it, and shall endeavor with their advice to work out programs of voluntary compliance and of enforcement. He may pay per diem, travel, and transportation expenses for persons attending such conferences as provided in section 5703 of Title 5. He shall consult with State and local officials and other interested parties to learn the extent, if any, to which housing discrimination exists in their State or locality, and whether and how State or local enforcement programs might be utilized to combat such discrimination in connection with or in place of, the Secretary's enforcement of this subchapter. The Secretary shall issue reports on such conferences

and consultations as he deems appropriate.

Sec. 810. [42 U.S.C. 3610] Administrative Enforcement; Preliminary Matters

(a) Complaints and Answers. --

(1)

(A)

(i) An aggrieved person may, not later than **one year** after an alleged discriminatory housing practice has occurred or terminated, file a complaint with the Secretary alleging such discriminatory housing practice. The Secretary, on the Secretary's own initiative, may also file such a complaint.

(ii) Such complaints shall be in writing and shall contain such information and be in such form as the Secretary requires.

(iii) The Secretary may also investigate housing practices to determine whether a complaint should be brought under this section.

(B) Upon the filing of such a complaint--

(i) the Secretary shall serve notice upon the aggrieved person acknowledging such filing and advising the aggrieved person of the time limits and choice of forums provided under this title;

(ii) the Secretary shall, not later than 10 days after such filing or the identification of an additional respondent under paragraph (2), serve on the respondent a notice identifying the alleged discriminatory housing practice and advising such respondent of the procedural rights and obligations of respondents under this title, together with a copy of the original complaint;

(iii) each respondent may file, not later than 10 days after receipt of notice from the Secretary, an answer to such complaint; and

(iv) the Secretary shall make an investigation of the alleged discriminatory housing practice and complete such investigation within **100 days** after the filing of the complaint (or, when the Secretary takes further action under subsection (f)(2) with respect to a complaint, within 100 days after the commencement of such further action), unless it is impracticable to do so.

(C) If the Secretary is unable to complete the investigation within 100 days after the filing of the complaint (or, when the Secretary takes further action under subsection (f)(2) with respect to a complaint, within 100 days after the commencement of such further action), the Secretary shall notify the complainant and respondent in writing of the reasons for not doing so.

(D) Complaints and answers shall be under oath or affirmation, and may be reasonably and fairly amended at any time.

(2)

(A) A person who is not named as a respondent in a complaint, but who is identified as a respondent in the course of investigation, may be joined as an additional or substitute respondent upon written notice, under paragraph (1), to such person, from the Secretary.

(B) Such notice, in addition to meeting the requirements of paragraph (1), shall explain the basis for the Secretary's belief that the person to whom the notice is addressed is properly joined as a respondent.

(b) Investigative Report and Conciliation. --

(1) During the period beginning with the filing of such complaint and ending with the filing of a charge or a dismissal by the Secretary, the Secretary shall, to the extent feasible, engage in

conciliation with respect to such complaint.

(2) A conciliation agreement arising out of such conciliation shall be an agreement between the respondent and the complainant, and shall be subject to approval by the Secretary.

(3) A conciliation agreement may provide for binding arbitration of the dispute arising from the complaint. Any such arbitration that results from a conciliation agreement may award appropriate relief, including monetary relief.

(4) Each conciliation agreement shall be made public unless the complainant and respondent otherwise agree and the Secretary determines that disclosure is not required to further the purposes of this title.

(5)

(A) At the end of each investigation under this section, the Secretary shall prepare a final investigative report containing--

(i) the names and dates of contacts with witnesses;

(ii) a summary and the dates of correspondence and other contacts with the aggrieved person and the respondent;

(iii) a summary description of other pertinent records;

(iv) a summary of witness statements; and

(v) answers to interrogatories.

(B) A final report under this paragraph may be amended if additional evidence is later discovered.

(c) Failure to Comply With Conciliation Agreement. -- Whenever the Secretary has reasonable cause to believe that a respondent has **breached** a conciliation agreement, the Secretary shall refer the matter to the Attorney General with a recommendation that a civil action be filed under section 814 for the enforcement of such agreement.

(d) Prohibitions and Requirements With Respect to **Disclosure** of Information. --

(1) Nothing said or done in the course of conciliation under this title may be made public or used as evidence in a subsequent proceeding under this title without the written consent of the persons concerned.

(2) Notwithstanding paragraph (1), the Secretary shall make available to the aggrieved person and the respondent, at any time, upon request following completion of the Secretary's investigation, information derived from an investigation and any final investigative report relating to that investigation.

(e) **Prompt Judicial Action**. --

(1) If the Secretary concludes at any time following the filing of a complaint that prompt judicial action is necessary to carry out the purposes of this title, the Secretary may authorize a civil action for appropriate temporary or preliminary relief pending final disposition of the complaint under this section. Upon receipt of such authorization, the Attorney General shall promptly commence and maintain such an action. Any temporary restraining order or other order granting preliminary or temporary relief shall be issued in accordance with the Federal Rules of Civil Procedure. The commencement of a civil action under this subsection does not affect the initiation or continuation of administrative proceedings under this section and section 812 of this title.

(2) Whenever the Secretary has reason to believe that a basis may exist for the commencement of proceedings against any respondent under section 814(a) and 814(c) or for proceedings by any governmental licensing or supervisory authorities, the Secretary shall transmit the information upon which such belief is based to the Attorney General, or to such authorities, as the case may be.

(f) Referral for State or Local Proceedings. --

(1) Whenever a complaint alleges a discriminatory housing practice--
(A) within the jurisdiction of a State or local public agency; and
(B) as to which such agency has been certified by the Secretary under this subsection;
the Secretary shall refer such complaint to that certified agency before taking any action
with respect to such complaint.

(2) Except with the consent of such certified agency, the Secretary, after that referral is made,
shall take no further action with respect to such complaint unless--

(A) the certified agency has failed to commence proceedings with respect to the
complaint before the end of the 30th day after the date of such referral;

(B) the certified agency, having so commenced such proceedings, fails to carry forward
such proceedings with reasonable promptness; or

(C) the Secretary determines that the certified agency no longer qualifies for certification
under this subsection with respect to the relevant jurisdiction.

(3)

(A) The Secretary may certify an agency under this subsection only if the Secretary
determines that--

(i) the substantive rights protected by such agency in the jurisdiction with respect
to which certification is to be made;

(ii) the procedures followed by such agency;

(iii) the remedies available to such agency; and

(iv) the availability of judicial review of such agency's action;

are substantially equivalent to those created by and under this title.

(B) Before making such certification, the Secretary shall take into account the current
practices and past performance, if any, of such agency.

(4) During the period which begins on the date of the enactment of the Fair Housing
Amendments Act of 1988 and ends 40 months after such date, each agency certified (including
an agency certified for interim referrals pursuant to 24 CFR 115.11, unless such agency is
subsequently denied recognition under 24 CFR 115.7) for the purposes of this title on the day
before such date shall for the purposes of this subsection be considered certified under this
subsection with respect to those matters for which such agency was certified on that date. If the
Secretary determines in an individual case that an agency has not been able to meet the
certification requirements within this 40-month period due to exceptional circumstances, such as
the infrequency of legislative sessions in that jurisdiction, the Secretary may extend such period
by not more than 8 months.

(5) Not less frequently than every 5 years, the Secretary shall determine whether each agency
certified under this subsection continues to qualify for certification. The Secretary shall take
appropriate action with respect to any agency not so qualifying.

(g) Reasonable Cause Determination and Effect. --

(1) The Secretary shall, within 100 days after the filing of the complaint (or, when the Secretary
takes further action under subsection (f)(2) with respect to a complaint, within 100 days after the
commencement of such further action), determine based on the facts whether reasonable cause
exists to believe that a discriminatory housing practice has occurred or is about to occur, unless
it is impracticable to do so, or unless the Secretary has approved a conciliation agreement with
respect to the complaint. If the Secretary is unable to make the determination within 100 days
after the filing of the complaint (or, when the Secretary takes further action under subsection (f)
(2) with respect to a complaint, within 100 days after the commencement of such further action),
the Secretary shall notify the complainant and respondent in writing of the reasons for not doing

so.

(2)

(A) If the Secretary determines that reasonable cause exists to believe that a discriminatory housing practice has occurred or is about to occur, the Secretary shall, except as provided in subparagraph (C), immediately issue a charge on behalf of the aggrieved person, for further proceedings under section 812.

(B) Such charge--

(i) shall consist of a short and plain statement of the facts upon which the Secretary has found reasonable cause to believe that a discriminatory housing practice has occurred or is about to occur;

(ii) shall be based on the final investigative report; and

(iii) need not be limited to the facts or grounds alleged in the complaint filed under section 810(a).

(C) If the Secretary determines that the matter involves the legality of any State or local zoning or other land use law or ordinance, the Secretary shall immediately refer the matter to the Attorney General for appropriate action under section 814, instead of issuing such charge.

(3) If the Secretary determines that no reasonable cause exists to believe that a discriminatory housing practice has occurred or is about to occur, the Secretary shall promptly dismiss the complaint. The Secretary shall make public disclosure of each such dismissal.

(4) The Secretary may not issue a charge under this section regarding an alleged discriminatory housing practice after the beginning of the trial of a civil action commenced by the aggrieved party under an Act of Congress or a State law, seeking relief with respect to that discriminatory housing practice.

(h) Service of Copies of Charge. -- After the Secretary issues a charge under this section, the Secretary shall cause a copy thereof, together with information as to how to make an election under section 812(a) and the effect of such an election, to be served--

(1) on each respondent named in such charge, together with a notice of opportunity for a hearing at a time and place specified in the notice, unless that election is made; and

(2) on each aggrieved person on whose behalf the complaint was filed.

Sec. 811. [42 U.S.C. 3611] Subpoenas; Giving of Evidence

(a) In General. -- The Secretary may, in accordance with this subsection, issue subpoenas and order discovery in aid of investigations and hearings under this title. Such subpoenas and discovery may be ordered to the same extent and subject to the same limitations as would apply if the subpoenas or discovery were ordered or served in aid of a civil action in the United States district court for the district in which the investigation is taking place.

(b) Witness Fees. -- Witnesses summoned by a subpoena under this title shall be entitled to same witness and mileage fees as witnesses in proceedings in United States district courts. Fees payable to a witness summoned by a subpoena issued at the request of a party shall be paid by that party or, where a party is unable to pay the fees, by the Secretary.

(c) Criminal Penalties. --

(1) Any person who willfully fails or neglects to attend and testify or to answer any lawful inquiry or to produce records, documents, or other evidence, if it is in such person's power to do so, in obedience to the subpoena or other lawful order under subsection (a), shall be fined not more than \$100,000 or imprisoned not more than one year, or both.

(2) Any person who, with intent thereby to mislead another person in any proceeding under this title--

- (A) makes or causes to be made any false entry or statement of fact in any report, account, record, or other document produced pursuant to subpoena or other lawful order under subsection (a);
- (B) willfully neglects or fails to make or to cause to be made full, true, and correct entries in such reports, accounts, records, or other documents; or
- (C) willfully mutilates, alters, or by any other means falsifies any documentary evidence; shall be fined not more than \$100,000 or imprisoned not more than one year, or both.

Sec. 812. [42 U.S.C. 3612] Enforcement by Secretary

- (a) **Election** of Judicial Determination. -- When a charge is filed under section 810, a complainant, a respondent, or an aggrieved person on whose behalf the complaint was filed, may elect to have the claims asserted in that charge decided in a civil action under subsection (o) in lieu of a hearing under subsection (b). The election must be made not later than 20 days after the receipt by the electing person of service under section 810(h) or, in the case of the Secretary, not later than 20 days after such service. The person making such election shall give notice of doing so to the Secretary and to all other complainants and respondents to whom the charge relates.
- (b) **Administrative Law Judge Hearing in Absence of Election**. -- If an election is not made under subsection (a) with respect to a charge filed under section 810, the Secretary shall provide an opportunity for a hearing on the record with respect to a charge issued under section 810. The Secretary shall delegate the conduct of a hearing under this section to an administrative law judge appointed under section 3105 of title 5, United States Code. The administrative law judge shall conduct the hearing at a place in the vicinity in which the discriminatory housing practice is alleged to have occurred or to be about to occur.
- (c) **Rights of Parties**. -- At a hearing under this section, each party may appear in person, be represented by counsel, present evidence, cross-examine witnesses, and obtain the issuance of subpoenas under section 811. Any aggrieved person may intervene as a party in the proceeding. The Federal Rules of Evidence apply to the presentation of evidence in such hearing as they would in a civil action in a United States district court.
- (d) **Expedited Discovery and Hearing**. --
 - (1) Discovery in administrative proceedings under this section shall be conducted as expeditiously and inexpensively as possible, consistent with the need of all parties to obtain relevant evidence.
 - (2) A hearing under this section shall be conducted as expeditiously and inexpensively as possible, consistent with the needs and rights of the parties to obtain a fair hearing and a complete record.
 - (3) The Secretary shall, not later than 180 days after the date of enactment of this subsection, issue rules to implement this subsection.
- (e) **Resolution of Charge**. -- Any resolution of a charge before a final order under this section shall require the consent of the aggrieved person on whose behalf the charge is issued.
- (f) **Effect of Trial** of Civil Action on Administrative Proceedings. -- An administrative law judge may not continue administrative proceedings under this section regarding any alleged discriminatory housing practice after the beginning of the trial of a civil action commenced by the aggrieved party under an Act of Congress or a State law, seeking relief with respect to that discriminatory housing practice.
- (g) **Hearings, Findings and Conclusions, and Order**. -- (
 - (1) The administrative law judge shall commence the hearing under this section no later than 120 days following the issuance of the charge, unless it is impracticable to do so. If the administrative law judge is unable to commence the hearing within 120 days after the issuance of the charge, the administrative law judge shall notify the Secretary, the aggrieved person on whose behalf the charge was filed, and the respondent, in writing of the reasons for not doing so.

(2) The administrative law judge shall make findings of fact and conclusions of law within 60 days after the end of the hearing under this section, unless it is impracticable to do so. If the administrative law judge is unable to make findings of fact and conclusions of law within such period, or any succeeding 60-day period thereafter, the administrative law judge shall notify the Secretary, the aggrieved person on whose behalf the charge was filed, and the respondent, in writing of the reasons for not doing so.

(3) If the administrative law judge finds that a respondent has engaged or is about to engage in a discriminatory housing practice, such administrative law judge shall promptly issue an order for such relief as may be appropriate, which may include actual damages suffered by the aggrieved person and injunctive or other equitable relief. Such order may, to vindicate the public interest, assess a **civil penalty** against the respondent—

(A) in an amount not exceeding \$11,000 if the respondent has not been adjudged to have committed any prior discriminatory housing practice;

(B) in an amount not exceeding \$27,500 if the respondent has been adjudged to have committed one other discriminatory housing practice during the 5-year period ending on the date of the filing of this charge; and

(C) in an amount not exceeding \$55,000 if the respondent has been adjudged to have committed 2 or more discriminatory housing practices during the 7-year period ending on the date of the filing of this charge;

except that if the acts constituting the discriminatory housing practice that is the object of the charge are committed by the same natural person who has been previously adjudged to have committed acts constituting a discriminatory housing practice, then the civil penalties set forth in subparagraphs (B) and (C) may be imposed without regard to the period of time within which any subsequent discriminatory housing practice occurred.

(4) No such order shall affect any contract, sale, encumbrance, or lease consummated before the issuance of such order and involving a **bona fide purchaser**, encumbrancer, or tenant without actual notice of the charge filed under this title.

(5) In the case of an order with respect to a discriminatory housing practice that occurred in the course of a business subject to a licensing or regulation by a governmental agency, the Secretary shall, not later than 30 days after the date of the issuance of such order (or, if such order is judicially reviewed, 30 days after such order is in substance affirmed upon such review)—

(A) send copies of the findings of fact, conclusions of law, and the order, to that governmental agency; and

(B) recommend to that governmental agency appropriate disciplinary action (including, where appropriate, the suspension or revocation of the license of the respondent).

(6) In the case of an order against a respondent against whom another order was issued within the preceding 5 years under this section, the Secretary shall send a copy of each such order to the Attorney General.

(7) If the administrative law judge finds that the respondent has not engaged or is not about to engage in a discriminatory housing practice, as the case may be, such administrative law judge shall enter an order dismissing the charge. The Secretary shall make public disclosure of each such dismissal.

(h) Review by Secretary; Service of Final Order. --

(1) The Secretary may review any finding, conclusion, or order issued under subsection (g). Such review shall be completed not later than 30 days after the finding, conclusion, or order is so issued; otherwise the finding, conclusion, or order becomes final.

(2) The Secretary shall cause the findings of fact and conclusions of law made with respect to any final order for relief under this section, together with a copy of such order, to be served on

each aggrieved person and each respondent in the proceeding.

(i) Judicial Review. --

(1) Any party aggrieved by a final order for relief under this section granting or denying in whole or in part the relief sought may obtain a review of such order under chapter 158 of title 28, United States Code.

(2) Notwithstanding such chapter, venue of the proceeding shall be in the judicial circuit in which the discriminatory housing practice is alleged to have occurred, and filing of the petition for review shall be not later than 30 days after the order is entered.

(j) Court Enforcement of Administrative Order Upon Petition by Secretary. --

(1) The Secretary may petition any United States court of appeals for the circuit in which the discriminatory housing practice is alleged to have occurred or in which any respondent resides or transacts business for the enforcement of the order of the administrative law judge and for appropriate temporary relief or restraining order, by filing in such court a written petition praying that such order be enforced and for appropriate temporary relief or restraining order.

(2) The Secretary shall file in court with the petition the record in the proceeding. A copy of such petition shall be forthwith transmitted by the clerk of the court to the parties to the proceeding before the administrative law judge.

(k) Relief Which May Be Granted. --

(1) Upon the filing of a petition under subsection (i) or (j), the court may--

(A) grant to the petitioner, or any other party, such temporary relief, restraining order, or other order as the court deems just and proper;

(B) affirm, modify, or set aside, in whole or in part, the order, or remand the order for further proceedings; and

(C) enforce such order to the extent that such order is affirmed or modified.

(2) Any party to the proceeding before the administrative law judge may intervene in the court of appeals.

(3) No objection not made before the administrative law judge shall be considered by the court, unless the failure or neglect to urge such objection is excused because of extraordinary circumstances.

(l) Enforcement Decree in Absence of Petition for Review. -- If no petition for review is filed under subsection (i) before the expiration of 45 days after the date the administrative law judge's order is entered, the administrative law judge's findings of fact and order shall be conclusive in connection with any petition for enforcement--

(1) which is filed by the Secretary under subsection (j) after the end of such day; or

(2) under subsection (m).

(m) Court Enforcement of Administrative Order Upon Petition of Any Person Entitled to Relief. -- If before the expiration of 60 days after the date the administrative law judge's order is entered, no petition for review has been filed under subsection (i), and the Secretary has not sought enforcement of the order under subsection (j), any person entitled to relief under the order may petition for a decree enforcing the order in the United States court of appeals for the circuit in which the discriminatory housing practice is alleged to have occurred.

(n) Entry of Decree. -- The clerk of the court of appeals in which a petition for enforcement is filed under subsection (1) or (m) shall forthwith enter a decree enforcing the order and shall transmit a copy of such decree to the Secretary, the respondent named in the petition, and to any other parties to the proceeding before the administrative law judge.

(o) Civil Action for Enforcement When Election Is Made for Such Civil Action. --

(1) If an election is made under subsection (a), the Secretary shall authorize, and not later than 30 days after the election is made the Attorney General shall commence and maintain, a civil action on behalf of the aggrieved person in a United States district court seeking relief under this subsection. Venue for such civil action shall be determined under chapter 87 of title 28, United States Code.

(2) Any aggrieved person with respect to the issues to be determined in a civil action under this subsection may intervene as of right in that civil action.

(3) In a civil action under this subsection, if the court finds that a discriminatory housing practice has occurred or is about to occur, the court may grant as relief any relief which a court could grant with respect to such discriminatory housing practice in a civil action under section 813. Any relief so granted that would accrue to an aggrieved person in a civil action commenced by that aggrieved person under section 813 shall also accrue to that aggrieved person in a civil action under this subsection. If monetary relief is sought for the benefit of an aggrieved person who does not intervene in the civil action, the court shall not award such relief if that aggrieved person has not complied with discovery orders entered by the court.

(p) Attorney's Fees. – In any administrative proceeding brought under this section, or any court proceeding arising therefrom, or any civil action under section 812, the administrative law judge or the court, as the case may be, in its discretion, may allow the prevailing party, other than the United States, a reasonable attorney's fee and costs. The United States shall be liable for such fees and costs to the extent provided by section 504 of title 5, United States Code, or by section 2412 of title 28, United States Code.

Sec. 813. [42 U.S.C. 3613] Enforcement by Private Persons

(a) Civil Action. –

(1)

(A) An aggrieved person may commence a civil action in an appropriate United States district court or State court not later than 2 years after the occurrence or the termination of an alleged discriminatory housing practice, or the breach of a conciliation agreement entered into under this title, whichever occurs last, to obtain appropriate relief with respect to such discriminatory housing practice or breach.

(B) The computation of such 2-year period shall not include any time during which an administrative proceeding under this title was pending with respect to a complaint or charge under this title based upon such discriminatory housing practice. This subparagraph does not apply to actions arising from a breach of a conciliation agreement.

(2) An aggrieved person may commence a civil action under this subsection whether or not a complaint has been filed under section 810(a) and without regard to the status of any such complaint, but if the Secretary or a State or local agency has obtained a conciliation agreement with the consent of an aggrieved person, no action may be filed under this subsection by such aggrieved person with respect to the alleged discriminatory housing practice which forms the basis for such complaint except for the purpose of enforcing the terms of such an agreement.

(3) An aggrieved person may not commence a civil action under this subsection with respect to an alleged discriminatory housing practice which forms the basis of a charge issued by the Secretary if an administrative law judge has commenced a hearing on the record under this title with respect to such charge.

(b) Appointment of Attorney by Court. – Upon application by a person alleging a discriminatory housing practice or a person against whom such a practice is alleged, the court may--

(1) appoint an attorney for such person; or

(2) authorize the commencement or continuation of a civil action under subsection (a) without the payment of fees, costs, or security, if in the opinion of the court such person is financially

unable to bear the costs of such action.

(c) Relief Which May Be Granted. --

(1) In a civil action under subsection (a), if the court finds that a discriminatory housing practice has occurred or is about to occur, the court may award to the plaintiff actual and punitive damages, and subject to subsection (d), may grant as relief, as the court deems appropriate, any permanent or temporary injunction, temporary restraining order, or other order (including an order enjoining the defendant from engaging in such practice or ordering such affirmative action as may be appropriate).

(2) In a civil action under subsection (a), the court, in its discretion, may allow the prevailing party, other than the United States, a reasonable attorney's fee and costs. The United States shall be liable for such fees and costs to the same extent as a private person.

(d) Effect on Certain Sales, Encumbrances, and Rentals. -- Relief granted under this section shall not affect any contract, sale, encumbrance, or lease consummated before the granting of such relief and involving a **bona fide purchaser**, encumbrancer, or tenant, without actual notice of the filing of a complaint with the Secretary or civil action under this title.

(e) **Intervention** by Attorney General. -- Upon timely application, the Attorney General may intervene in such civil action, if the Attorney General certifies that the case is of general public importance. Upon such intervention the Attorney General may obtain such relief as would be available to the Attorney General under section 814(e) in a civil action to which such section applies.

Sec. 814. [42 U.S.C. 3614] Enforcement by the Attorney General

(a) Pattern or Practice Cases. -- Whenever the Attorney General has reasonable cause to believe that any person or group of persons is engaged in a pattern or practice of resistance to the full enjoyment of any of the rights granted by this title, or that any group of persons has been denied any of the rights granted by this title and such denial raises an issue of general public importance, the Attorney General may commence a civil action in any appropriate United States district court.

(b) On Referral of Discriminatory Housing Practice or Conciliation Agreement for Enforcement. --

(1)

(A) The Attorney General may commence a civil action in any appropriate United States district court for appropriate relief with respect to a discriminatory housing practice referred to the Attorney General by the Secretary under section 810(g).

(B) A civil action under this paragraph may be commenced not later than the expiration of **18 months** after the date of the occurrence or the termination of the alleged discriminatory housing practice.

(2)

(A) The Attorney General may commence a civil action in any appropriate United States district court for appropriate relief with respect to **breach** of a conciliation agreement referred to the Attorney General by the Secretary under section 810(c).

(B) A civil action may be commenced under this paragraph not later than the expiration of **90 days** after the referral of the alleged breach under section 810(c).

(c) Enforcement of Subpoenas. -- The Attorney General, on behalf of the Secretary, or other party at whose request a subpoena is issued, under this title, may enforce such subpoena in appropriate proceedings in the United States district court for the district in which the person to whom the subpoena was addressed resides, was served, or transacts business.

(d) Relief Which May Be Granted in Civil Actions Under Subsections (a) and (b). --

(1) In a civil action under subsection (a) or (b), the court--

(A) may award such preventive relief, including a permanent or temporary injunction, restraining order, or other order against the person responsible for a violation of this title

- as is necessary to assure the full enjoyment of the rights granted by this title;
- (B) may award such other relief as the court deems appropriate, including monetary damages to persons aggrieved; and
- (C) may, to vindicate the public interest, assess a **civil penalty** against the respondent--
 - (i) in an amount not exceeding \$55,000, for a first violation; and
 - (ii) in an amount not exceeding \$110,000, for any subsequent violation.

(2) In a civil action under this section, the court, in its discretion, may allow the prevailing party, other than the United States, a reasonable attorney's fee and costs. The United States shall be liable for such fees and costs to the extent provided by section 2412 of title 28, United States Code.

(e) **Intervention** in Civil Actions. -- Upon timely application, any person may intervene in a civil action commenced by the Attorney General under subsection (a) or (b) which involves an alleged discriminatory housing practice with respect to which such person is an aggrieved person or a conciliation agreement to which such person is a party. The court may grant such appropriate relief to any such intervening party as is authorized to be granted to a plaintiff in a civil action under section 813.

Sec. 814a. Incentives for Self-Testing and Self-Correction

(a) Privileged Information. --

(1) Conditions For Privilege. -- A report or result of a self-test (as that term is defined by regulation of the Secretary) shall be considered to be privileged under paragraph (2) if any person-

- (A) conducts, or authorizes an independent third party to conduct, a self- test of any aspect of a residential real estate related lending transaction of that person, or any part of that transaction, in order to determine the level or effectiveness of compliance with this title by that person; and
- (B) has identified any possible violation of this title by that person and has taken, or is taking, appropriate corrective action to address any such possible violation.

(2) Privileged Self-Test. -- If a person meets the conditions specified in subparagraphs (A) and (B) of paragraph (1) with respect to a self-test described in that paragraph, any report or results of that self-test-

- (A) shall be privileged; and
- (B) may not be obtained or used by any applicant, department, or agency in any --
 - (i) proceeding or civil action in which one or more violations of this title are alleged; or
 - (ii) examination or investigation relating to compliance with this title.

(b) Results of Self-Testing. --

(1) In General. -- No provision of this section may be construed to prevent an aggrieved person, complainant, department, or agency from obtaining or using a report or results of any self-test in any proceeding or civil action in which a violation of this title is alleged, or in any examination or investigation of compliance with this title if --

- (A) the person to whom the self-test relates or any person with lawful access to the report or the results --
 - (i) voluntarily releases or discloses all, or any part of, the report or results to the aggrieved person, complainant, department, or agency, or to the general public; or
 - (ii) refers to or describes the report or results as a defense to charges of violations of this title against the person to whom the self-test relates; or
- (B) the report or results are sought in conjunction with an adjudication or admission of a

violation of this title for the sole purpose of determining an appropriate penalty or remedy.

(2) Disclosure for Determination of Penalty or Remedy. -- Any report or results of a self-test that are disclosed for the purpose specified in paragraph (1)(B) --

(A) shall be used only for the particular proceeding in which the adjudication or admission referred to in paragraph (1)(B) is made; and

(B) may not be used in any other action or proceeding.

(c) Adjudication. -- An aggrieved person, complainant, department, or agency that challenges a privilege asserted under this section may seek a determination of the existence and application of that privilege in --

(1) a court of competent jurisdiction; or

(2) an administrative law proceeding with appropriate jurisdiction.

(2) Regulations. --

(A) In General. -- Not later than 6 months after the date of enactment of this Act, in consultation with the Board and after providing notice and an opportunity for public comment, the Secretary of Housing and Urban Development shall prescribe final regulations to implement section 814A of the Fair Housing Act, as added by this section.

(B) Self-Test. --

(i) Definition. -- The regulations prescribed by the Secretary under subparagraph (A) shall include a definition of the term "self-test" for purposes of section 814A of the Fair Housing Act, as added by this section.

(ii) Requirement for Self-Test. -- The regulations prescribed by the Secretary under subparagraph (A) shall specify that a self-test shall be sufficiently extensive to constitute a determination of the level and effectiveness of the compliance by a person engaged in residential real estate related lending activities with the Fair Housing Act.

(iii) Substantial Similarity to Certain Equal Credit Opportunity Act Regulations. -- The regulations prescribed under subparagraph (A) shall be substantially similar to the regulations prescribed by the Board to carry out section 704A of the Equal Credit Opportunity Act, as added by this section.

(C) Applicability. --

(1) In General. -- Except as provided in paragraph (2), the privilege provided for in section 704a of the Equal Credit Opportunity Act or section 814a of the Fair Housing Act (as those sections are added by this section) shall apply to a self-test (as that term is defined pursuant to the regulations prescribed under subsection (a)(2) or (b)(2) of this section, as appropriate) conducted before, on, or after the effective date of the regulations prescribed under subsection (a)(2) or (b)(2), as appropriate.

(2) Exception. -- The privilege referred to in paragraph (1) does not apply to such a self-test conducted before the effective date of the regulations prescribed under subsection (a) or (b), as appropriate, if --

(A) before that effective date, a complaint against the creditor or person engaged in residential real estate related lending activities (as the case may be) was --

(i) formally filed in any court of competent jurisdiction; or

(ii) the subject of an ongoing administrative law proceeding;

(B) in the case of section 704a of the Equal Credit Opportunity Act, the creditor has waived the privilege pursuant to subsection (b)(1)(A)(i) of that section; or

(C) in the case of section 814a of the Fair Housing Act, the person engaged in residential real estate related lending activities has waived the privilege pursuant to subsection (b)(1)(A)(i) of that section.

Sec. 815. [42 U.S.C. 3614a] Rules to Implement Title The Secretary may make rules (including rules for the collection, maintenance, and analysis of appropriate data) to carry out this title. The Secretary shall give public notice and opportunity for comment with respect to all rules made under this section.

Sec. 816. [42 U.S.C. 3615] Effect on State laws

Nothing in this subchapter shall be constructed to invalidate or limit any law of a State or political subdivision of a State, or of any other jurisdiction in which this subchapter shall be effective, that grants, guarantees, or protects the same rights as are granted by this subchapter; but any law of a State, a political subdivision, or other such jurisdiction that purports to require or permit any action that would be a discriminatory housing practice under this subchapter shall to that extent be invalid.

Sec. 817. [42 U.S.C. 3616] Cooperation with State and local agencies administering fair housing laws; utilization of services and personnel; reimbursement; written agreements; publication in Federal Register

The Secretary may cooperate with State and local agencies charged with the administration of State and local fair housing laws and, with the consent of such agencies, utilize the services of such agencies and their employees and, notwithstanding any other provision of law, may reimburse such agencies and their employees for services rendered to assist him in carrying out this subchapter. In furtherance of such cooperative efforts, the Secretary may enter into written agreements with such State or local agencies. All agreements and terminations thereof shall be published in the Federal Register.

Sec. 818. [42 U.S.C. 3617] Interference, coercion, or intimidation; enforcement by civil action It shall be unlawful to coerce, intimidate, threaten, or interfere with any person in the exercise or enjoyment of, or on account of his having exercised or enjoyed, or on account of his having aided or encouraged any other person in the exercise or enjoyment of, any right granted or protected by section 803, 804, 805, or 806 of this title.

Sec. 819. [42 U.S.C. 3618] Authorization of appropriations There are hereby authorized to be appropriated such sums as are necessary to carry out the purposes of this subchapter.

Sec. 820. [42 U.S.C. 3619] Separability of provisions If any provision of this subchapter or the application thereof to any person or circumstances is held invalid, the remainder of the subchapter and the application of the provision to other persons not similarly situated or to other circumstances shall not be affected thereby.

(Sec. 12 of 1988 Act). [42 U.S.C. 3601 note] Disclaimer of Preemptive Effect on Other Acts Nothing in the Fair Housing Act as amended by this Act limits any right, procedure, or remedy available under the Constitution or any other Act of the Congress not so amended.

(Sec. 13 of 1988 Act). [42 U.S.C. 3601 note] Effective Date and Initial Rulemaking

(a) Effective Date. -- This Act and the amendments made by this Act shall take effect on the 180th day beginning after the date of the enactment of this Act.

(b) Initial Rulemaking. -- In consultation with other appropriate Federal agencies, the Secretary shall, not later than the 180th day after the date of the enactment of this Act, issue rules to implement title VIII as amended by this Act. The Secretary shall give public notice and opportunity for comment with respect to such rules.

(Sec. 14 of 1988 Act). [42 U.S.C. 3601 note] Separability of Provisions

If any provision of this Act or the application thereof to any person or circumstances is held invalid, the remainder of the Act and the application of the provision to other persons not similarly situated or to other circumstances shall not be affected thereby.

Section 901. (Title IX As Amended) [42 U.S.C. 3631] Violations; bodily injury; death; penalties

Whoever, whether or not acting under color of law, by force or threat of force willfully injures, intimidates or interferes with, or attempts to injure, intimidate or interfere with--

(a) any person because of his race, color, religion, sex, handicap (as such term is defined in section

802 of this Act), familial status (as such term is defined in section 802 of this Act), or national origin and because he is or has been selling, purchasing, renting, financing occupying, or contracting or negotiating for the sale, purchase, rental, financing or occupation of any dwelling, or applying for or participating in any service, organization, or facility relating to the business of selling or renting dwellings; or

(b) any person because he is or has been, or in order to intimidate such person or any other person or any class of persons from--

(1) participating, without discrimination on account of race, color, religion, sex, handicap (as such term is defined in section 802 of this Act), familial status (as such term is defined in section 802 of this Act), or national origin, in any of the activities, services, organizations or facilities described in subsection(a) of this section; or

(2) affording another person or class of persons opportunity or protection so to participate; or

(c) any citizen because he is or has been, or in order to discourage such citizen or any other citizen from lawfully aiding or encouraging other persons to participate, without discrimination on account of race, color, religion, sex, handicap (as such term is defined in section 802 of this Act), familial status (as such term is defined in section 802 of this Act), or national origin, in any of the activities, services, organizations or facilities described in subsection (a) of this section, or participating lawfully in speech or peaceful assembly opposing any denial of the opportunity to so participate--

shall be fined not more than \$1,000, or imprisoned not more than one year, or both; and if bodily injury results shall be fined not more than \$10,000, or imprisoned not more than ten years, or both; and if death results shall be subject to imprisonment for any term of years or for life.

TITLE 28, UNITED STATES CODE, AS AMENDED

Section 2341. Definitions

As used in this chapter --

(1) "clerk" means the clerk of the court in which the petition for the review of an order, reviewable under this chapter, is filed;

(2) "petitioner" means the party or parties by whom a petition to review an order, reviewable under this chapter, is filed; and

(3) "agency" means --

(A) the Commission, when the order sought to be reviewed was entered by the Federal Communications Commission, the Federal Maritime Commission, the Interstate Commerce Commission, or the Atomic Energy Commission, as the case may be;

(B) the Secretary, when the order was entered by the Secretary of Agriculture;

(C) the Administration, when the order was entered by the Maritime Administration; and

(D) the Secretary, when the order is under section 812 of the Fair Housing Act.

Section 2342. Jurisdiction of court of appeals

The court of appeals (other than the United States Court of Appeals for the Federal Circuit) has exclusive jurisdiction to enjoin, set aside, suspend (in whole or in part), or to determine the validity of-

(1) all final orders of the Federal Communications Commission made reviewable by section 402(a) of title 47;

(2) all final orders of the Secretary of Agriculture made under chapters 9 and 20A of title 7, except orders issued under section 210(e), 217a, and 499g(a) of title 7;

(3) all rules, regulations, or final orders of-

(A) the Secretary of Transportation issued pursuant to section 2, 9, 37, 41, or 43 of the Shipping Act, 1916 (46 U.S.C.App. 802, 803, 808, 835, 839, and 841(a); and

(B) the Federal Maritime Commission issued pursuant to--

- (i) section 23, 25, or 43 of the Shipping Act, 1916 (46 U.S.C.App. 822, 824, or 841a);
 - (ii) section 19 of the Merchant Marine Act, 1920 (46 U.S.C.App. 876);
 - (iii) section 2, 3, 4, or 5 of the Intercoastal Shipping Act, 1933 (46 U.S.C.App. 844, 845, 845a, or 845b);
 - (iv) section 14 or 17 of the Shipping Act of 1984 (46 U.S.C.App. 1713 or 1716); or
 - (v) section 2(d) or 3(d) of the Act of November 6, 1966 (46 U.S.C.App. 817d(d) or 817e(d);
- (4) all final orders of the Atomic Energy Commission made reviewable by section 2239 of title 42;
- (5) all rules, regulations, or final orders of the Interstate Commerce Commission made reviewable by section 2321 of this title and all final orders of such Commission made reviewable under section 11901(j)(2) of Title 49, United States Code; and
- (6) all final orders under section 812 of the Fair Housing Act.

Jurisdiction is invoked by filing a petition as provided by section 2344 of this title. >

Updated August 6, 2015



Handouts during Training



COMMERCIAL LOAN PACKAGE SUBMISSION CHECKLIST

For commercial transactions a borrower should submit the documents set forth on this submission checklist below.

- Cogo Capital Commercial Real Estate Application
- Cogo Capital Personal Financial Statement – required for all guarantors and key principals
- Valid Photo ID of key principals of borrowing entity and all guarantors
- Cogo Capital Authorization to Release Information and Credit Authorization
- Cogo Capital Zero Tolerance/ Fraud Policy
- Business Entity information for borrowing entity
 - Articles of Incorporation/Certificate of Formation/Articles of Formation
 - Bylaws or Operating Agreement
 - Federal EIN Verification
- Resume/s or Bio/s of key principals and guarantors
- Last 2 years personal tax returns – required for all guarantors and key principals
- Borrowing entity business plan/performa
- Proof of collateral for additional properties being added to transaction
- Current Interim Business Financial Statement (within the quarter)
- Last Three Years Business Financial Statements
- Last Three Years Business Tax Returns
- 2 Months of Statements for all asset accounts
- Insurance Company and agent contact information (Company & agent name, phone, fax, email)
- Preliminary Title Report– Lender’s title insurance with Cogo Capital as the lender
- Copies of current, old, or existing appraisal reports
- Copies of any current, old, or existing environmental reports
- Lease agreements for subject property/ies from all tenants, if applicable
- Copies of current recorded deeds or mortgages
- Payoff letter stating mortgage balance owed and/or real estate tax bills substantiating any back taxes owed
- Complete and executed Purchase and Sale Agreement, if applicable
- Terms of Seller carry-back financing, if applicable
- Repair bids from contractor, if applicable

*****Please note – Not all of these items are required on every commercial deal. Please try to gather as many of the items as possible. If an item is missing or not applicable, please submit an explanation regarding why.**



COMMERCIAL REAL ESTATE LOAN APPLICATION

Each shareholder, partner, or member owning 40 percent or more interest in the business must sign a personal guaranty. A minimum of 1 guarantor is required regardless of percent ownership. Additional guarantors may be required.

BUSINESS INFORMATION

| | | | |
|---|--|---------------------------|----------------------------|
| Business Entity Name (exact legal name) | | DBA (if Applicable) | |
| Taxpayer ID Number | | Year Business Established | Years of Current Ownership |
| | | | Annual Sales/Gross Revenue |
| Business Description | | \$ | |
| Business Type | | Business Phone | Business Fax |
| | | | |
| Business Location | | | |
| Street Address | | City | State |
| | | | Zip Code |
| | | | |
| Business Mailing Address | | | |
| Street Address | | City | State |
| | | | Zip Code |
| | | | |

LOAN REQUEST

Loan Type Purchase Refinance

Amount requested \$ _____ Length of Term _____

LOAN PURPOSE & COLLATERAL

What are the proceeds going to be used for: _____

Collateral Description: _____

Loans will be secured by all business assets unless specific assets acceptable are pledged. Please fully describe any such specific assets that you wish to use as collateral. Please note which assets, if any are pledged for other loans. Please note location of collateral if different than your business location.

FINANCIAL INFORMATION

| Financial Institution | Type of Account | Current Balance | Average Balance |
|-----------------------|-----------------|-----------------|-----------------|
| | | | |
| | | | |
| | | | |

Business Debts

| To Whom Payable | Type of Account (Revolving, Term, etc.) | Balance Owning | Payment |
|-----------------|---|----------------|---------|
| | | | |
| | | | |
| | | | |

RELATED BUSINESS ISSUES

Has the Applicant or any of the Guarantors ever declared bankruptcy? Yes _____ No _____

Is the Business Applicant or any Guarantor or Co-Applicant party to any claim or Lawsuit? Yes _____ No _____

Are any state or federal tax liens filed against the Business Applicant or any Guarantor or Co-Applicant? Yes _____ No _____

OWNERSHIP/MANAGEMENT INFORMATION

| Name | Social Security # | Title | Percent Ownership | Number of Years in the Business |
|------|-------------------|-------|-------------------|---------------------------------|
| | | | | |
| | | | | |
| | | | | |

Attachments

Current Interim Financial Statements (within the quarter)

The Last Three Years Financial Statements

The Last Three Years Tax Returns

All Guarantors Personal Financial Statements

All Guarantors Last Two Tax Returns

- Business Plan
- Articles of Incorporation (Corp.) / Organization (LLC)
- Corporate Bylaws / Operating Agreement (LLC)
- 2 Months Bank Statements (Business and All Guarantors Personal Accounts)
- Purchase and Sale Agreement

SIGNATURES

The statements made herein are true, and represent a total disclosure of all the information requested as of this date. Applicant authorizes all references contained herein, as well as any other source of information pertaining to the applicant's credit worthiness, to disclose such information to COGO or its agent. I further authorize COGO to provide information concerning applicants' credit relationship to credit reporting agencies or other creditors.

| | | | | |
|---|---|------------|-------|------|
| X | | | | |
| | Authorized Signature (Borrower/Guarantor) | Print Name | Title | Date |
| X | | | | |
| | Authorized Signature (Borrower/Guarantor) | Print Name | Title | Date |
| X | | | | |
| | Authorized Signature (Borrower/Guarantor) | Print Name | Title | Date |



INDIVIDUAL FINANCIAL STATEMENT

CONFIDENTIAL

To: COGO Capital as an inducement to extend credit.

As Of: _____

We acknowledge that we are applying jointly as borrowers/guarantors. Initial _____ Initial _____

Marital Status (Do not check these boxes if you are applying for individual unsecured credit or are not living in or relying upon assets located in a community property state.)

Married Separated Unmarried

Name: _____ Social Security # _____ DOB _____
 Spouse's Name: _____ Social Security # _____ DOB _____
 Address: _____ City: _____ State: _____ Zip: _____
 Years at this address: _____ Number of dependants: _____ Ages: _____ Home Phone #: _____
 Mailing address: _____ City: _____ State: _____ Zip: _____
 Employer: _____ Job Position or Title: _____ Length of Emp.: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Business Phone# _____ Cell Ph # _____ Fax _____ E-Mail _____

| ASSETS | | AMOUNT | LIABILITIES | | AMOUNT |
|--|--|--------|---|--|--------|
| CURRENT: | | | CURRENT (Payable within one year): | | |
| Cash on hand | | | Notes and Contracts Payable | | |
| Checking, savings in Mountain West Bank | | | (Schedule D, Principal amount due within one year) | | |
| Checking or savings in other banks: | | | Alimony/Child Support (Annual Obligation) | | |
| | | | Credit card debt: | | |
| | | | | | |
| Stocks and bonds-listed (Schedule A) | | | Real Estate Mortgages | | |
| Notes Receivable (due within 1 year Schedule C) | | | (Schedule B, Principal amount due within one year) | | |
| Other current assets (Describe) | | | Due on Automobiles, Trucks, Machinery & Equipment | | |
| | | | (Schedule F, Principal amount due within one year) | | |
| | | | Taxes payable | | |
| | | | Other current liabilities (Describe) | | |
| | | | | | |
| | | | | | |
| TOTAL CURRENT ASSETS | | \$ - | TOTAL CURRENT LIABILITIES | | \$ - |
| Noncurrent: | | | Noncurrent (Payable after one year): | | |
| Stocks and bonds-unlisted (Schedule A) | | | Notes and Contracts Payable | | |
| Real estate and buildings (Schedule B) | | | (Schedule D, Principal amount due after one year) | | |
| Machinery & equipment (deprec. value) (Schedule F) | | | Real estate mortgages | | |
| Furniture, fixtures and personal property | | | Schedule B, Principal amount due after one year) | | |
| Automobiles and trucks (Schedule F) | | | Due on Automobiles, Trucks, Machinery & Equipment | | |
| Cash surrender value life insurance (Schedule G) | | | Schedule F, Principal amount due after one year) | | |
| Notes Receivable due after 1 year (Schedule C) | | | Other Liabilities (Describe) | | |
| Other business interests (Schedule E) | | | | | |
| Other assets-(Describe) | | | | | |
| | | | | | |
| Retirement Accounts (Describe) | | | Loans against life insurance policies (Schedule G) | | |
| | | | | | |
| | | | TOTAL LIABILITIES | | \$ - |
| | | | NET WORTH (Total Assets minus Total Liabilities) | | \$ - |
| TOTAL ASSETS | | \$ - | TOTAL LIABILITIES AND NET WORTH | | \$ - |

| ANNUAL INCOME | | PERSONAL AND GENERAL INFORMATION | |
|---|--|--|--|
| Salary, bonus, commissions | | Last tax return filed was for the year: _____ Do you have a will? _____ | |
| Securities Income | | Have any judgments or suits been filed for or against you or your business interests? If so, give details: | |
| Rental Income | | _____ | |
| Other Income (Describe) | | _____ | |
| 1. _____ | | Have you ever filed a petition in bankruptcy or a wage earner plan? Year _____ | |
| 2. _____ | | Explanation: _____ | |
| 3. _____ | | Have you ever given a Deed in Lieu of Foreclosure? Year _____ | |
| (Income from alimony, child support, or separate maintenance does not need to be revealed unless you want the bank to consider it in evaluating this application) | | Explanation: _____ | |
| TOTAL INCOME | | CONTINGENT LIABILITIES | |
| Less: Total annual payments from schedules on reverse side | | Have you guaranteed/endorsed/co-made debts for anyone? If so, please list. | |
| Less: Total other expenditures (Do not include ordinary living expenses) | | for: _____ | |
| NET CASH INCOME | | in the amount of \$ _____ | |
| Is any of this income likely to be reduced or interrupted before the requested loan is paid off ? | | Explanation: _____ | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

Under Contract

107 & 111 E HATTIE AVE Coeur d'Alene Idaho 83814

16-156 - MultiFamily - Active - \$885,000



Provided as a courtesy of
Windermere/Coeur d'Alene Realty
 Steve Rinker
 1616 E Sellice
 Post Falls, ID 83854
 208-699-1149208-699-1149
 rink@windermere.com
 http://rink.mywindermere.com



Listing Type: Multi Family
 Non-Agent Fee: 0%
 Buyer Agent Fee: 3%

Short Sale: No
 REO: No

Area: 01 - CdA Urban/Dalton
 Neighborhood Grid #: 107
 Type of Contract: Exclusive Right to Sell, Full Service
 Office Ad #: 20161261

Total # of Units: 12
 1 BR units: 2
 2 BR units: 10
 Sgl Cpt: Dist

Style: Multi Level
 Basement: No
 Total SqFt: 11,664
 SqFt Source: Estimated
 SqFt Per: Bldg

Year Built: 1974
 New Construction: No
 Lot Acres: 0.51
 Lot Type 1: Duplex/Triplex
 Occupant: Tenant(s)

Tax Bill/VAN #: 120307
 Parcel Number: C6705001003A
 Zoning: R-12

School District: CDA - 271
 Subdivision: N/A
 County: Kootenai
 Kootenai Co Property Class: 442-Com Imp lot/tract in city

Taxes: 7,721
 Tax Year: 2015
 Taxes Reflect: Solid Waste Fee

Legal: NOVAKS ADD, LT 3, W 50 FT-LT 4 BLK 1 12 501 104W
 Public Remarks: CONTRACTOR OWNED 12 UNIT - MIDTOWN LOCATION OWG W 50% OR MORE DOWN, 5-7 YR ONLY OR CASH OUT RENTS ARE VERY LOW. UP-SIDE IS SUBSTANTIAL- SEE U/A. PLEASE REFER TO DOCS ATTACHED FOR (2) APDSS ACTUAL & PROFORMA. CARPORT STRUCTURE BUILT IN 2003.
 Private Remarks: OFFERING INCLUDES AIN #S 120307 & 125335. DO NOT WALK PROPERTY OR APPROACH TENANTS.
 Directions: Half way between Gov Way & 4th

| | | | | | |
|--------------------|--|----------------------|-------------|----------------------|---|
| View | Mountain | Foundation | Concrete | Fire Protection Dist | Yes; FP Name: Kootenai |
| Lot Feature | Level; Southern Exposure | Construction | Frame | Flood Zone | Unknown |
| Interior Amenities | Wall Air Cond. | Exterior | Brick; Wood | Terms | Cash Out; Conventional |
| Exterior Amenities | Lawn Sprinkler Sys; Covered Deck | Off St Parking/unit | Det Gar/Cpt | Showing Instructions | Call Listing Office; Appointment Only |
| Appliances | Range/Oven: 12; Refrigerator; Dishwasher; Disposal | Roof | Tar | Property Subject To | CC&R's: No; Association: No; Non-Mtg Lien: No; LID: No |
| Fuel Type | Electric | Road | Public | Income | Monthly Rental Inc: 7,200; Monthly Rental Stat: Actual; Annual GSI: 65,400; Annual GSI Stat: Actual |
| Heat Type | Baseboard | Water | City | Utilities Paid By | Water: Landlord; Sewer: Landlord; Garbage: Landlord; Cable: Tenant; Electric: Tenant |
| Basement Details: | None | Sewer | City Sewer | Include | W&D |
| | | Aircraft Flight Zone | Unknown | | |

| No. | Bed | Bath | Rent | SqFt | Parking | Remarks | Lease | Stories | Appliances Included |
|-----|-----|------|------|------|---------|---------|-------|---------|---------------------|
| 1 | 1 | 1 | 525 | | | | | | DS,D,V,RO,RF |
| 1 | 1 | 2 | 525 | | | | | | DS,D,W,RO,RF |
| 1 | 2 | 1 | 695 | | | | | | DS,D,W,RO,RF |
| 1 | 2 | 1 | 610 | | | | | | DS,D,W,RO,RF |
| 1 | 2 | 1 | 645 | | | | | | DS,D,W,RO,RF |
| 1 | 2 | 1 | 585 | | | | | | DS,D,W,RO,RF |
| 2 | 2 | 1 | 580 | | | | | | DS,D,V,RO,RF |
| 4 | 2 | 1 | 595 | | | | | | DS,D,V,RO,RF |

Status: Active
 Begin Date: 01/06/2016
 List Price: \$85,000
 Original List Price: 885,000
 Days On Market: 48
 Status Change Date: 01/06/2016

LA: Glenn Sather 208-765-4300 328 glenn@satherr.com
 LO: Coeur d'Alene Banker Schneider Realty 208-664-1461 gsrycb@coeurd'alenebanker-idaho.com

Information is deemed to be reliable, but is not guaranteed. © 2016 MLS and FBS. Prepared by Steve Rinker on Tuesday, February 23, 2016 11:51 AM. The information on this sheet has been made available by the MLS and may not be the listing of the provider.

| Property Name | | GLENN SATHER APARTMENT BROKER | | Annual Property Operating Data | | | | | | | | | | | | | | | | | |
|---------------------------|--|---|---------------|--------------------------------|---|-------|------|---------|--------|--------|----------|-------|------|--|--|--|--|--|--|--|--|
| Location | Hallie Apartments 107 & 111 E. Hattie | Purchase Price | 885,000 | | | | | | | | | | | | | | | | | | |
| Type of Property | Apartments | Plus Acquisition Costs | | | | | | | | | | | | | | | | | | | |
| Size of Property | 12 Units (Sq. Ft. N/A) | Plus Loan Fees/Costs | | | | | | | | | | | | | | | | | | | |
| Purpose of analysis | Sale | Less Mortgages | | | | | | | | | | | | | | | | | | | |
| | | Equals Total Investment | 885,000 | | | | | | | | | | | | | | | | | | |
| Assessed/Appraised Values | | <table border="1"> <thead> <tr> <th>1st</th> <th>2nd</th> <th>Balance</th> <th>Period</th> <th>Prin't</th> <th>Interest</th> <th>Amort</th> <th>Loan</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | | | | 1st | 2nd | Balance | Period | Prin't | Interest | Amort | Loan | | | | | | | | |
| 1st | 2nd | Balance | Period | Prin't | Interest | Amort | Loan | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| Land | 0 15% | | | | | | | | | | | | | | | | | | | | |
| Improvements | 0 85% | | | | | | | | | | | | | | | | | | | | |
| Personal Property | 0 0% | | | | | | | | | | | | | | | | | | | | |
| Total | 0 100% | | | | | | | | | | | | | | | | | | | | |
| Adjusted Basis as of | 9-Feb-18 | \$885,000 | | | | | | | | | | | | | | | | | | | |
| ALL FIGURES ARE ANNUAL | | \$/SQ FT | % | COMMENTS/FOOTNOTES | | | | | | | | | | | | | | | | | |
| | | of \$/MT | of GCM | | | | | | | | | | | | | | | | | | |
| 1 | POTENTIAL RENTAL INCOME | | | 66,663 | (10) \$885 & (2) \$650 PROFORMA | | | | | | | | | | | | | | | | |
| 2 | Less: Vacancy & Mr. Leases | | | 1,980 | Estimated | | | | | | | | | | | | | | | | |
| 3 | EFFECTIVE RENTAL INCOME | | (2.4% of PRI) | 64,683 | | | | | | | | | | | | | | | | | |
| 4 | Plus: Other Income (see table) | | | 1,320 | Laundry Income Estimated | | | | | | | | | | | | | | | | |
| 5 | GROSS OPERATING INCOME | | | 66,003 | | | | | | | | | | | | | | | | | |
| OPERATING EXPENSES | | | | | | | | | | | | | | | | | | | | | |
| 7 | Real Estate Taxes | | | 7,741 | 2015 Taxes | | | | | | | | | | | | | | | | |
| 8 | Personal Property Taxes | | | | | | | | | | | | | | | | | | | | |
| 9 | Property Insurance | | | 2,754 | Actual | | | | | | | | | | | | | | | | |
| 10 | Off-Site Management | | | 6,781 | 7% of ERI; Current owner self-manages | | | | | | | | | | | | | | | | |
| 11 | Payroll | | | | | | | | | | | | | | | | | | | | |
| 12 | Repairs & Bonds | | | | | | | | | | | | | | | | | | | | |
| 13 | Tenants' Market's Compensation | | | | | | | | | | | | | | | | | | | | |
| 14 | Repairs and Maintenance Utilities | | | 4,631 | Estimated 5% of ERI | | | | | | | | | | | | | | | | |
| | | | | 4,832 | Historic 2015 - \$3,160 PUFM | | | | | | | | | | | | | | | | |
| 15 | Laboratory | | | 1,600 | Estimated as owner performs this work now | | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | | | | | | | |
| 19 | Accounting and Legal | | | | | | | | | | | | | | | | | | | | |
| 20 | Licenses/Permits | | | | | | | | | | | | | | | | | | | | |
| 21 | Advertising | | | | | | | | | | | | | | | | | | | | |
| 22 | Supplies | | | | | | | | | | | | | | | | | | | | |
| 23 | Miscellaneous Contract Services | | | | | | | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | | | | | | | | | |
| 29 | TOTAL OPERATING EXPENSES | | | 23,579 | | | | | | | | | | | | | | | | | |
| 30 | NET OPERATING INCOME | | | 42,424 | 7.9 Cap Rate | | | | | | | | | | | | | | | | |
| 31 | Less: Annual Debt Service | | | | | | | | | | | | | | | | | | | | |
| 32 | Less: Participation Payments | | | | | | | | | | | | | | | | | | | | |
| 33 | Less: Leasing Commissions | | | | | | | | | | | | | | | | | | | | |
| 34 | Less: Funded Reserves | | | | | | | | | | | | | | | | | | | | |
| 35 | CASH FLOW BEFORE TAXES | | | \$69,761 | | | | | | | | | | | | | | | | | |

Prepared for: M/M Prospective Buyer
 Prepared by: Glenn Sather

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 Colwell Banker Schmidt Miller Realty | 1421 N. Meadowood Lane, Liberty Lake, WA 99019
 Glenn Sather "The Apartment Broker" | www.apbr.com | 509-255-5155 or 208-765-4300
 2/1/16

MLS # 16-156 107 & 111 E HATTIE AVE, Coeur d'Alene, ID 83814

\$885,000

| | | | | |
|--------------------------|---------------------|---|--------------------------------|---------|
| Property Name | Hattie Apartments | GLENN SATHER APARTMENTS/OWNER | Annual Property Operating Data | |
| Location | 107 & 111 E. Hattie | | Purchase Price | 885,000 |
| Type of Property | Apartment | | Plus Acquisition Costs | |
| Size of Property | 12 Units (12 PUPs) | | Plus Loan Fees/Costs | |
| Purpose of analysis | Salv | | Less Mortgages | |
| | | | Equals Initial Investment | 885,000 |
| Assessed/Approved Values | | | | |
| Land | 0 | 15% | | |
| Improvements | 0 | 85% | | |
| Personal Property | 0 | 0% | | |
| Total | 0 | 100% | | |
| Adjusted Basis as of | 8-Feb-16 | | | 885,000 |

| | S/SQ FT | % | | COMMENTS/FOOTNOTES |
|--------------------------------------|------------|---------------|----------|--|
| | or \$/Unit | of GCI | | |
| 1 POTENTIAL RENTAL INCOME | | | 88,500 | Gross Scheduled rents Spring 2016 |
| 2 Less: Vacancy & etc. losses | | (1.1% of PRI) | 845 | Owner reports less |
| 3 EFFECTIVE RENTAL INCOME | | | 87,615 | |
| 4 Plus: Other income (if applicable) | | | 900 | Laundry income @ \$1.00 W & \$7.5 D |
| 6 GROSS OPERATING INCOME | | | 88,435 | |
| OPERATING EXPENSES: | | | | |
| 7 Real Estate Taxes | | | 7,721 | 2015 Taxes |
| 8 Personal Property Taxes | | | | |
| 9 Property Insurance | | | 2,734 | Actual |
| 10 Off Site Management | | | 6,133 | 7% of ERI; Current owner self manages |
| 11 Payroll | | | | |
| 12 Expenses/Repairs | | | | |
| 13 Tenant/Worker's Compensation | | | | |
| 14 Repairs and Maintenance | | | 4,291 | Estimated 6% of ERI |
| Utilities: | | | 4,982 | Historic 2015 = \$34.83 PUP/M |
| 15 Landscaping | | | 1,500 | Estimate as owner performs this work now |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 Accounting and Legal | | | | |
| 20 Unusually/Unusual | | | | |
| 21 Advertising | | | | |
| 22 Royalties | | | | |
| 23 Miscellaneous Contract Services | | | | |
| 24 | | | | |
| 25 | | | | |
| 26 | | | | |
| 27 | | | | |
| 28 | | | | |
| 29 TOTAL OPERATING EXPENSES | | | 27,451 | |
| 30 NET OPERATING INCOME | | | 60,985 | 6.87% Cap Rate |
| 31 Less: Annual Debt Service | | | | |
| 32 Less: Partnership Payments | | | | |
| 33 Less: Leasing Commissions | | | | |
| 34 Less: Funded Reserves | | | | |
| 35 CASH FLOW BEFORE TAXES | | | \$58,865 | |

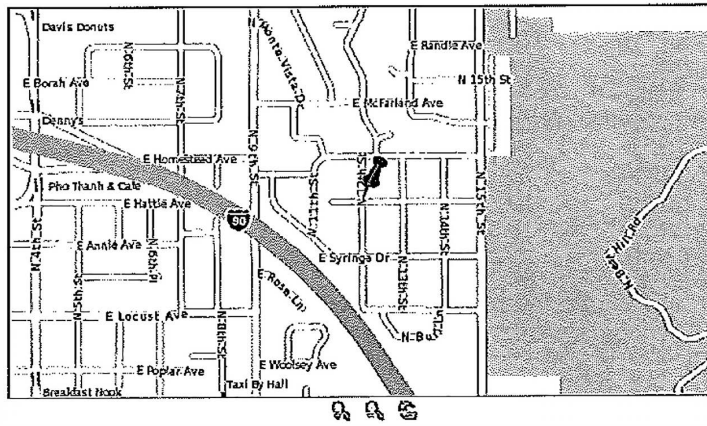
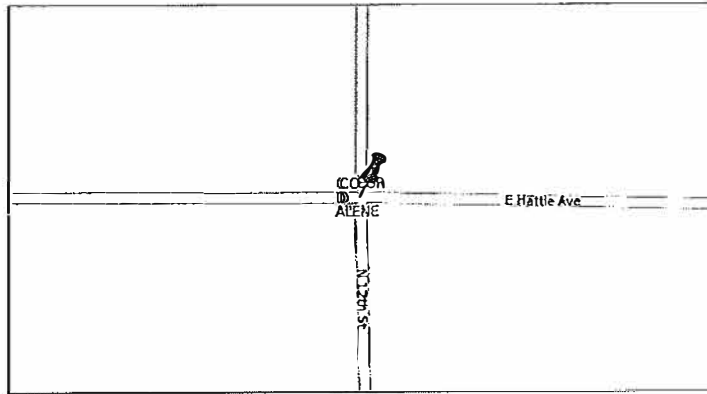
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Prepared for: M/M Prospective Buyer
 Prepared by: Glenn Sather

2/9/16

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 Glenn Sather "The Apartment Broker" | www.apbrkr.com | 509-255-5155 or 208-765-4300



Investment Opportunity
Apartment Building
For Sale

NAI Black



950 E. Nora

Spokane, Washington 99207

Property Features

- Building Size: 9,216 SF ± 3 Floors
 - Three 3 Bed/2 Bath Units
 - Two 1 Bed/1 Bath Units
- Lot Size: 7,100 SF ±
- Newly Remodeled Units
- NOI \$32,547
- Near Gonzaga University & Downtown Spokane University District
- One Block from Safeway
- Off-Street Parking



For More Information, Contact:

Brian Anderson

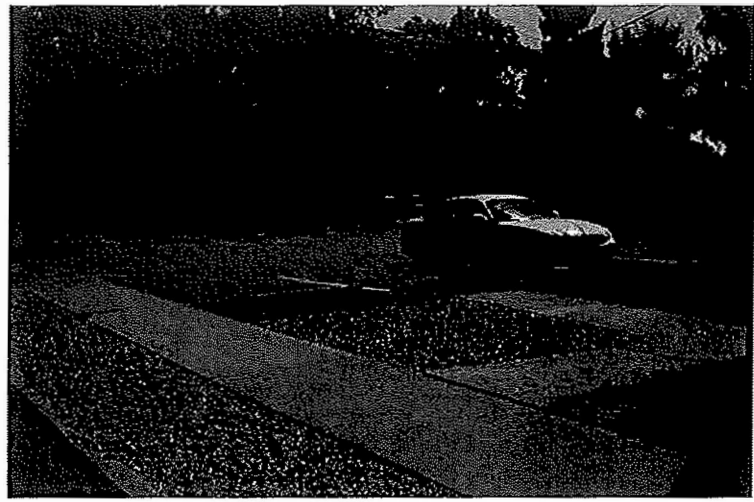
+1 509 622 3569

banderson@naiblack.com

Sale Price: \$525,000

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 107 S. Howard; Suite 500
 Spokane, Washington 99200 | Page
 +1 509 623 1000
 naiblack.com

Financial Information

950 E Nora

Actuals

Unit Count

5

2015-2016

| | |
|---------------------------------|--------------|
| Gross Rents | \$ 52,260.00 |
| Vacancy/Credit Loss (3%) | \$ 1,567.80 |
| Laundry Income: | \$ 0.00 |
| Security Forfeit | \$ 391.95 |
| GOI: | \$ 51,084.15 |

Administrative

Per Unit/Annually

| | | |
|------------------------|-------------|-----------|
| Site Mgr. Wages | \$ 0.00 | N/A |
| Site Mgr. Ins. | \$ 0.00 | N/A |
| Prop. Mgr. | \$ 3,575.89 | 7% of GOI |
| Admin Exp. | \$ 0.00 | \$125.00 |
| Total Admin | \$ 3,575.89 | |

Marketing

| | | |
|------------------------|---------|-----|
| General | \$ 0.00 | N/A |
| Other | \$ 0.00 | N/A |
| Total Marketing | \$ 0.00 | N/A |

| | | |
|--------------------------------------|-------------|-----------|
| Utilities/Gas/Common Electric | \$ 5,880.00 | Actual |
| Parking Lot Maintenance | \$ 500.00 | \$100.00 |
| Maintenance | \$ 1,250.00 | \$250.00 |
| Reserve | \$ 1,250.00 | \$250.00 |
| Taxes/Ins | | |
| Property | \$ 4,481.57 | Actual |
| Insurance | \$ 1,600.00 | Estimated |
| Payroll Taxes | \$ 0.00 | N/A |
| Total | \$ 6,081.57 | |

| | | |
|---|--------------|------------|
| Gross Expenses-12 Month Estimate | \$ 18,537.46 | \$3,707.49 |
| Percent of GOI | | 36.29% |
| NOI | \$ 32,546.69 | |
| Listing Price | \$525,000.00 | |

For More Information, Contact:

Brian Anderson

+1 509 622 3569

banderson@naiblack.com

FOR SALE

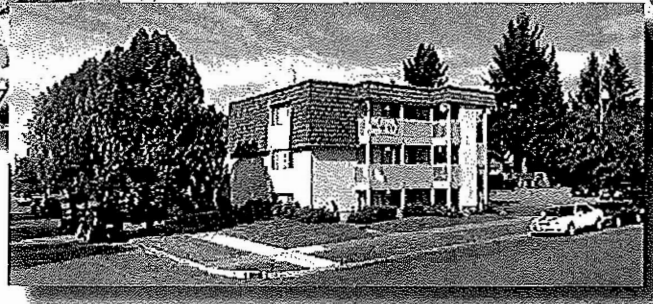
327 E. Augusta Avenue
Spokane, WA 99207



FIRE REHAB VALUE ADD OPPORTUNITY

**8 UNIT
APARTMENT COMPLEX**

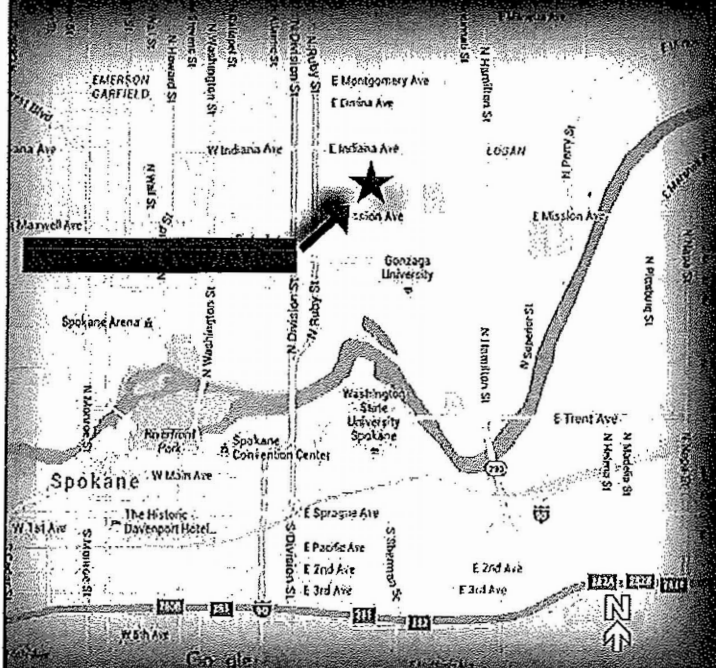
**FOR SALE
\$155,000.00**



PROPERTY INFORMATION

Sale Price: \$155,000.00
Bldg Size: ±4,608 Square Feet
Land Size: ±7,100 Square Feet
Parcel Number: 35083.4408
Year Built: 1976
Floors: 3

- * *Investment Opportunity*
- * *8 Unit Apartment Complex*
- * *Located in high demand Gonzaga Area*



**Cody George
Broker**

509.755.7521 (d)
509.994.0878 (c)
cody.george@khco.com

**KIEMLE &
HAGOOD
COMPANY**

509.838.654
khco.com

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*off market
refinancing*



**RENTAL INCOME PUBLIC
HANDOUT WITH MAP & PHOTOS**

5222 N Regal St

\$284,900

Zoomable map

| | | | | | |
|---|---------------------|---|------------------|-----------------------|-------------------------|
| Addr2/Unit # | | | | Sold Price | Listing # 201521 |
| Areas/Grid A340/002 | Town Spokane | | | Acres MOL 0.16 | Status Active |
| Parcel # 36343.1208 | Zip 99217 | County Spokane | | # Blk N/S | # Blk E/W |
| Legal Hillyard Pt Lt7-Lt8 Blk 9 N90ft of W28ft; N90ft Lt 8 | | | | | |
| Elementary | Jr High | Sr High | | Sch Dist | Schc |
| Apx Lot Size SqFt 6,970 | Apx Lot Dim | | Lot Size | % apx | Y |
| Wtrfrnt Prop | Frontage | Body of Water | | Subd/Dev | Y |
| Const Style 2 Story | Home Design | | Roof Flat | Exterior Brick | |
| Access PubRd | Site Imprv | Pub Sewer, Swr Avail-St, Pub Wtr | | | |

UNIT INFORMATION

EXPENSES

| # of Units | #Bdrms | #Bths | Apx SqFt | Mo Rent | Annual Tax | Annual Fuel | Annual Wtr | Annual Ins | Annual Misc \$ | ULID Amt \$ | # Air Cond | # Carports | # Garages | # Refrig | # Ranges | # Parking Sp | |
|--------------------------|----------|-------------------------------------|----------|------------|-------------|-------------|----------------|----------------|----------------|-------------|------------|------------|-----------|----------|----------|--------------|--|
| Unit A 5 | 1 | 1.00 | | 460 | 2498 | \$0 | \$6,075 | \$1,288 | \$1,121 | \$0 | | | | | | | |
| Unit B 1 | 2 | 1.00 | | 535 | | | | | | | | | | | | | |
| Unit C | | | | | | | | | | | | | | | | | |
| Unit D | | | | | | | | | | | | | | | | | |
| Tot Apx SqFt 4096 | | Gross Monthly Income \$3,000 | | | | | | | | | | | | | | | |

FEATURES

| | | | | | | | | | | | | | | | | |
|-----------|---------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Amenities | | | | | | | | | | | | | | | | |
| Comn Amen | See Remarks | | | | | | | | | | | | | | | |
| Basement | None | | | | | | | | | | | | | | | |
| Din Rm | | | | | | | | | | | | | | | | |
| Family Rm | | | | | | | | | | | | | | | | |
| Features | | | | | | | | | | | | | | | | |
| Fireplace | | | | | | | | | | | | | | | | |
| Garage | 4+ Car Detached, Carport | | | | | | | | | | | | | | | |
| Heat/Cool | Elec, Basebd | | | | | | | | | | | | | | | |
| Lot Info | | | | | | | | | | | | | | | | |

Pampered brick 6 units on corner lot. Owner managed & extremely well maintained. E-Z to rent price point. CLA to sho equipment is owned & included in sale price.

GLENN SATHER
APARTMENT BROKER

Annual Property Operating Data

Property Name 5222 N. Regal
 Location Spokane, Wa
 Type of Property Brick 6 Units
 Size of Property 4,096 SF (Sq. Ft./Units)
 Purpose of analysis sale out

Purchase Price 284,900
 Plus Acquisition Costs _____
 Plus Loan Fees/Costs _____
 Less Mortgages _____
 Equals Initial Investment 284,900

Assessed/Appraised Values
 Land 0 15%
 Improvements 0 85%
 Personal Property 0 0%
 Total 0 100%

Adjusted Basis as of 14-Jan-16 \$284,900

| | Balance | Periodic Pmt | Pmts/Yr | Interest | Amort Period | Loan Term |
|-----|---------|--------------|-----------|----------|--------------|-----------|
| 1st | | | <u>12</u> | | | |
| 2nd | | | <u>12</u> | | | |

| ALL FIGURES ARE ANNUAL | \$/SQ FT or \$/Unit | % of GOI | | COMMENTS/FOOTNOTES |
|-------------------------------------|---------------------|------------------------|-----------------|---|
| 1 POTENTIAL RENTAL INCOME | | | <u>34,800</u> | <u>(5) @ \$460, (1) @ \$560 & \$40 shed</u> |
| 2 Less: Vacancy & Cr. Losses | | <u>(3. % of PRI)</u> | <u>1,044</u> | <u>(Est) current owner reports less</u> |
| 3 EFFECTIVE RENTAL INCOME | | | <u>33,756</u> | |
| 4 Plus: Other Income (collectable) | | | <u>1,200</u> | <u>Laundry Income/machines owned</u> |
| 5 GROSS OPERATING INCOME | | | <u>34,956</u> | |
| OPERATING EXPENSES: | | | | |
| 7 Real Estate Taxes | | | <u>2,532</u> | <u>2015 Taxes</u> |
| 8 Personal Property Taxes | | | | |
| 9 Property Insurance | | | <u>1,288</u> | <u>Actual</u> |
| 10 Off Site Management | | | <u>2,363</u> | <u>7% (present owner self manages)</u> |
| 11 Payroll | | | | |
| 12 Expenses/Benefits | | | | |
| 13 Taxes/Worker's Compensation | | | | |
| 14 Repairs and Maintenance | | | <u>1,687</u> | <u>5% of GOI (Est)</u> |
| Utilities: | | | <u>6,076</u> | <u>84.39 PUPM Actual</u> |
| 15 | | | | |
| 16 Lawn | | | <u>229</u> | <u>Actual</u> |
| 17 | | | | |
| 18 | | | | |
| 19 Accounting and Legal | | | | |
| 20 Licenses/Permits | | | | |
| 21 Advertising | | | | |
| 22 Supplies | | | | |
| 23 Miscellaneous Contract Services: | | | | |
| 24 | | | | |
| 25 | | | | |
| 26 | | | | |
| 27 | | | | |
| 28 | | | | |
| 29 TOTAL OPERATING EXPENSES | | | <u>14,175</u> | <u>41% Expense ratio</u> |
| 30 NET OPERATING INCOME | | | <u>20,781</u> | <u>7.30 Cap Rate</u> |
| 31 Less: Annual Debt Service | | | | |
| 32 Less: Participation Payments | | | | |
| 33 Less: Leasing Commissions | | | | |
| 34 Less: Funded Reserves | | | | |
| 35 CASH FLOW BEFORE TAXES | | | <u>\$20,781</u> | |

The statements and figures herein, while not guaranteed, are secured from sources we believe authoritative.

Prepared for: Mr. / Ms. Buyer

Prepared by: Glenn Sather

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NAIBlack

Ø Vacancy agent UN cooperative

Harmon Park Apts. For Sale

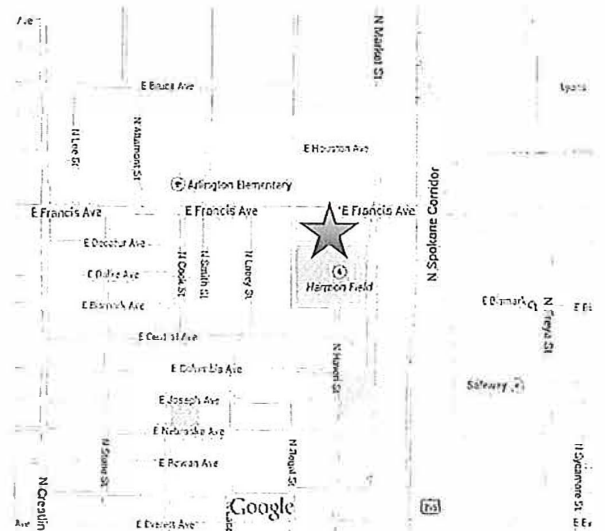


2917-2939 E. Decatur Ave.
Spokane, Washington 99208

Property Features

- (3) Four-Plexes for a Total of 12 Units
- Building Size: 3,016 SF ± Each (Assessed)
- Total Building Size: 9,048 SF± (Assessed)
- On-Site Parking/Carports
- Year Built: 1972
- Lot Size: 26,970 SF ±
- Zoning: RMF
- Parcel #'s: 36342.0211, .0212 & .0213
- Located on the Corner of Haven & Decatur
- Across the Street from Harmon Park

Sale Price: \$569,000



For More Information:

Jon Jeffreys, SIOR

+1 509 622 3566 • jjeffreys@naiblack.com

Jim Orcutt

+1 509 622 3558 • jorcutt@naiblack.com

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Financial Information

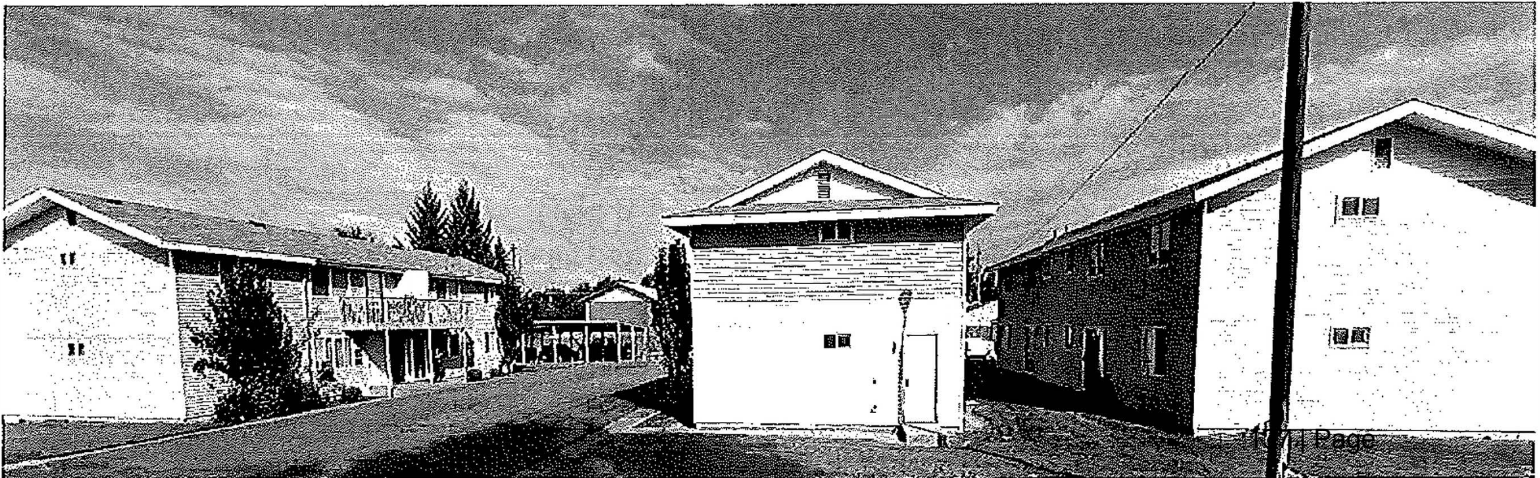
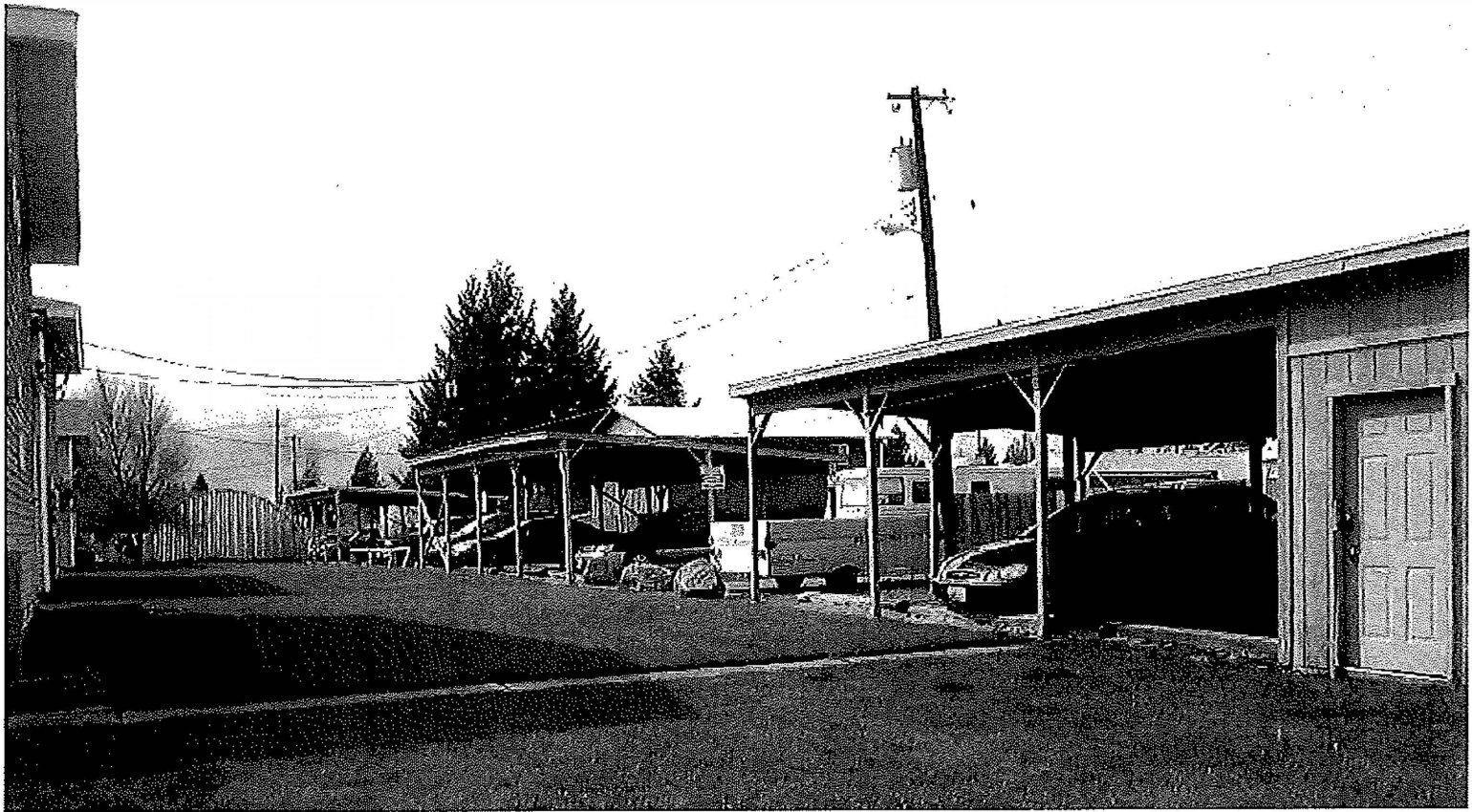
| | | |
|-------------------------------|-------------------|---------------------|
| • Rental Income: | | \$ 75,240.00 |
| • Vacancy (5%): | | \$ 3,706.20 |
| • Laundry Income: | | \$ 600.00 |
| • AGI: | | \$ 72,133.80 |
| • Expenses: | | |
| Property Taxes | \$7,834 (Actual) | |
| Insurance | \$1,662 (Actual) | |
| Utilities | \$15,852 (Actual) | |
| Repairs/Maintenance | \$4,500 (Est.) | |
| Management Fee | \$4,260 (Est.) | |
| • Total Expenses: | | \$ 34,108.00 |
| • Net Operating Income: | | \$ 38,025.80 |
| • Sale Price: | | \$569,000.00 |
| • Capitalization Rate: | | 6.6% |

CAN BE FINANCED AS THREE (3) SEPARATE 4-PLEXES!

30 YEAR FIXED FINANCING AVAILABLE

All information is believed to be accurate; however, it is the responsibility of the Buyer to verify all information prior to purchase.

Harmon Park Apts.
For Sale



Harmon Park Apts.

For Sale



For More Information:

Jon Jeffreys, SIOR

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FOR SALE | MULTI-FAMILY
ASCOTT APARTMENTS

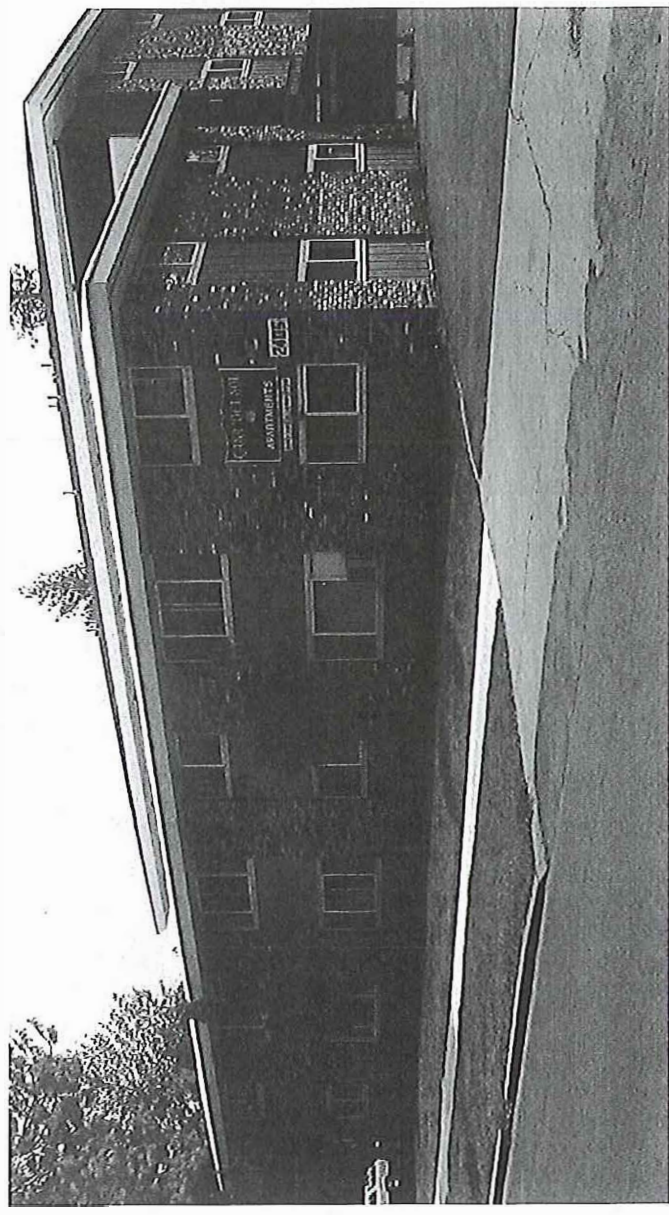
2411 West 2nd Avenue | Spokane, WA 99201

*under contract
 @ 1.6 mm
 Seattle group 72 cap*

PROPERTY SUMMARY

| | |
|------------------|-------------|
| SALE PRICE: | \$1,750,000 |
| NUMBER OF UNITS: | 24 |
| CAP RATE: | 6.45% |
| NOI: | \$112,899 |
| LOT SIZE: | 0.32 Acres |
| BUILDING SIZE: | 11,218 SF |
| YEAR BUILT: | 1966 |
| RENOVATED: | 1985 |

CROSS STREETS: South Washington Street & West 2nd Avenue

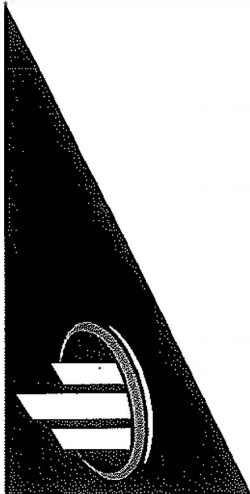


PROPERTY HIGHLIGHTS

- Browne's Addition Location
- Laundry on Site
- Secure Storage on Site
- Great Rental History
- Newer Roofs
- Units have Wall Mount HVAC



MATTHEW BYRD
 Senior Advisor / 509.499.9229 / matt.byrd@svn.com



FOR SALE | MULTI-FAMILY
ASCOTT APARTMENTS
2411 West 2nd Avenue | Spokane, WA 99201



MATTHEW BYRD
Senior Advisor / 509.499.9229 / matt.byrd@svn.com

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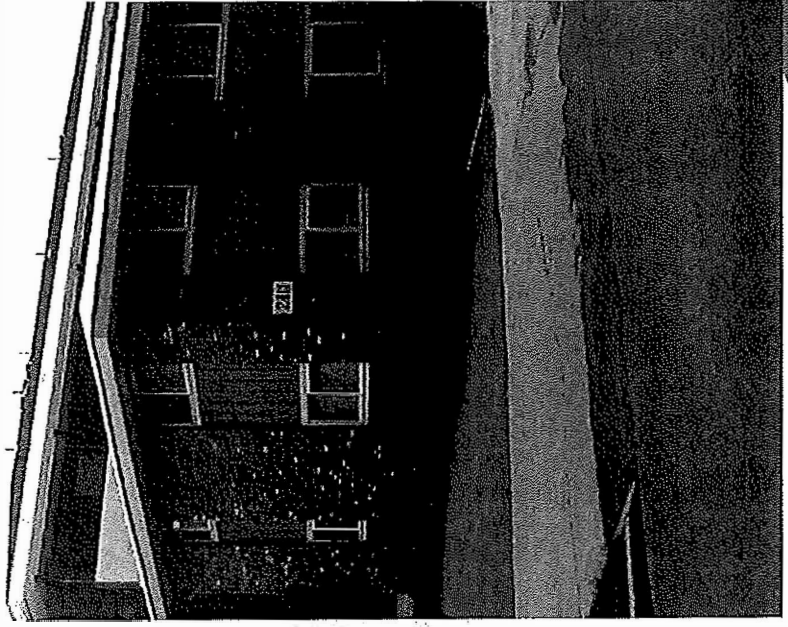
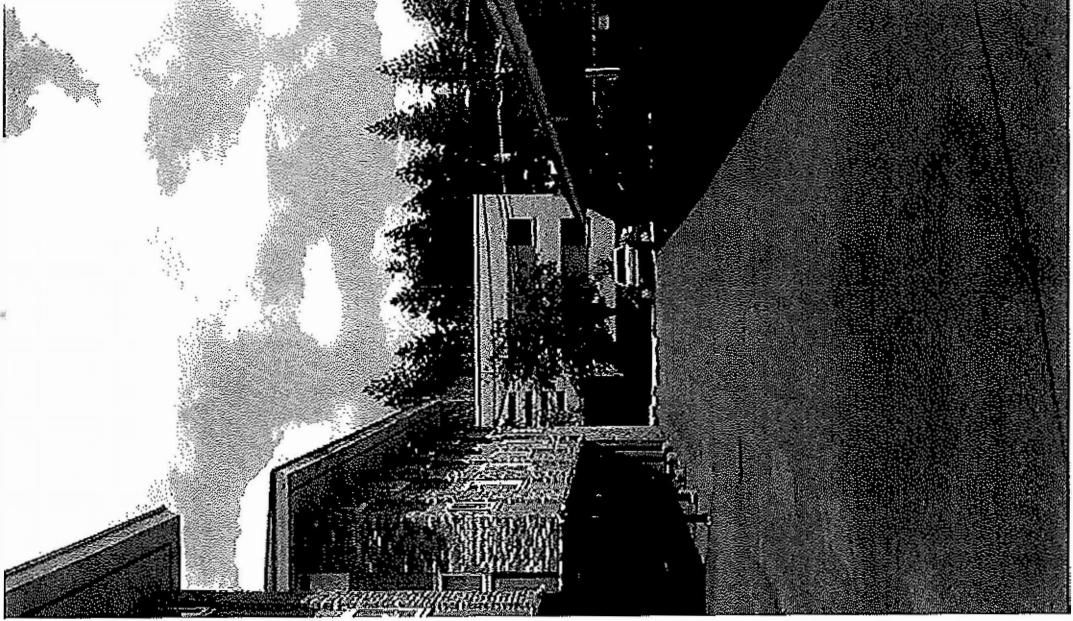
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svn.cornerstone.com



FOR SALE | MULTI-FAMILY ASCOTT APARTMENTS

2411 West 2nd Avenue | Spokane, WA 99201



MATTHEW BYRD
Senior Advisor / 509.499.9229 / matt.byrd@svn.com

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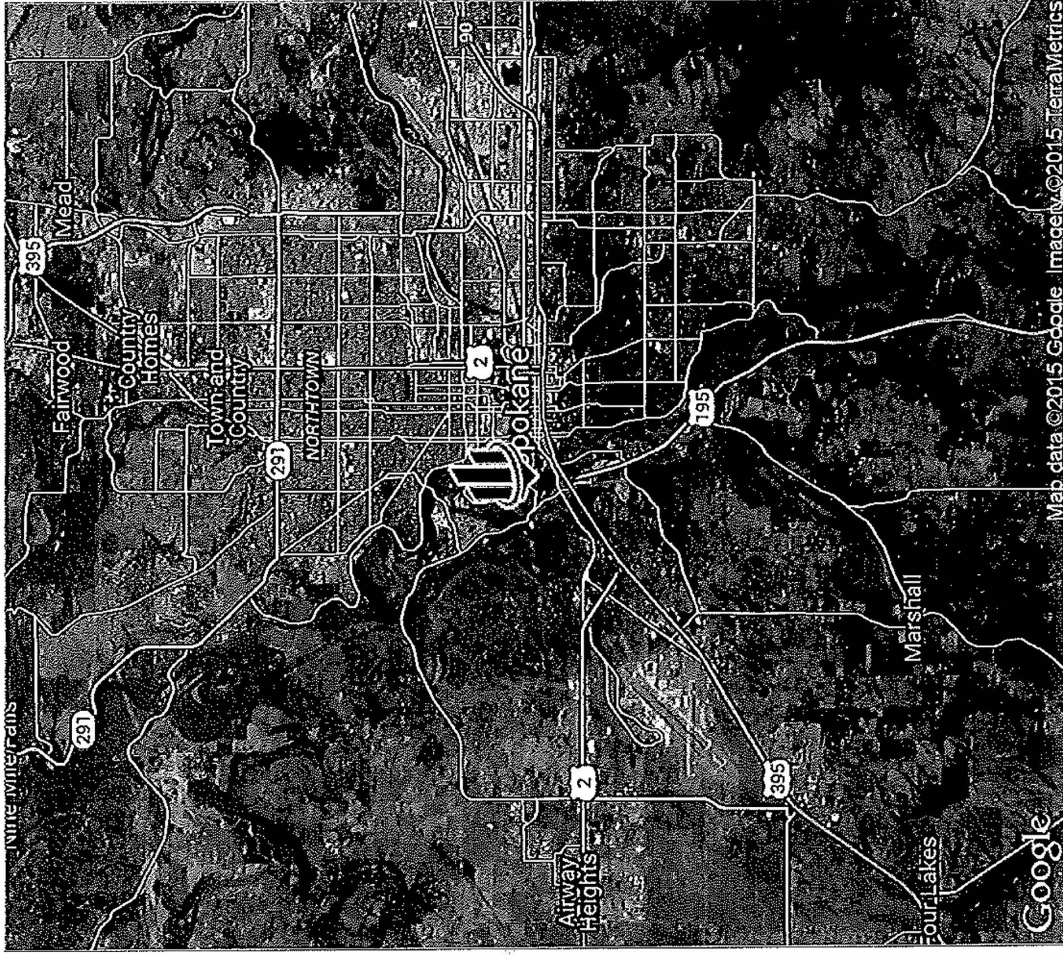
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svncornerstone.com



FOR SALE | MULTI-FAMILY
ASCOTT APARTMENTS

2411 West 2nd Avenue | Spokane, WA 99201

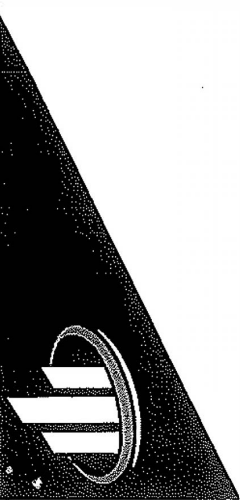


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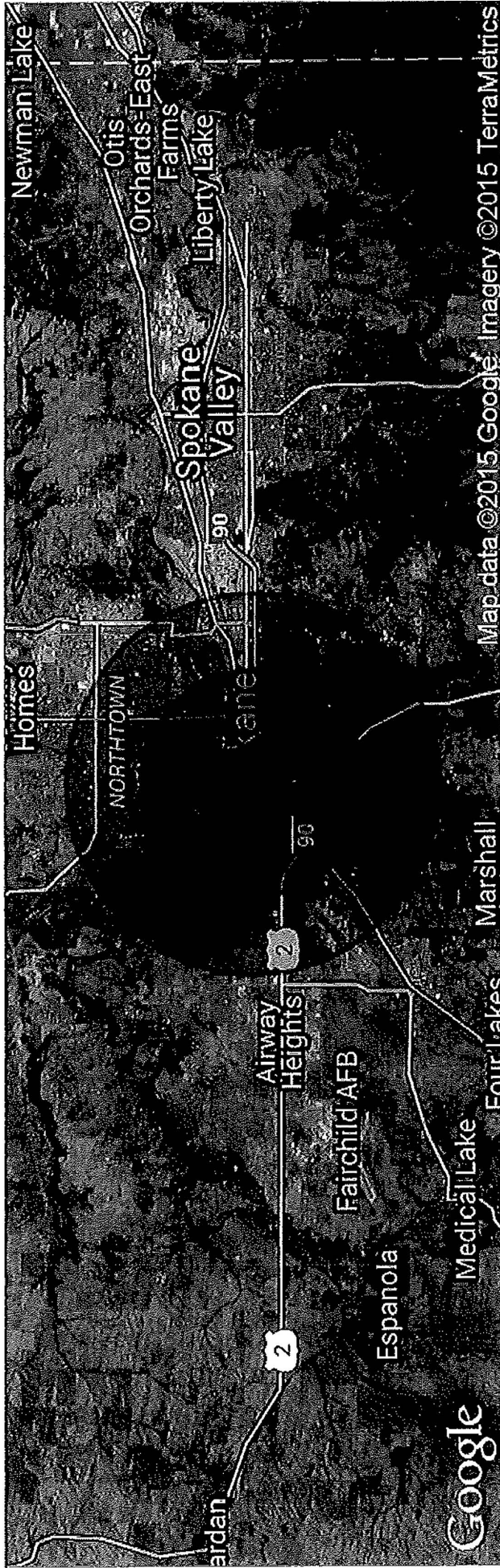
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svncornerstone.com



FOR SALE | MULTI-FAMILY
ASCOTT APARTMENTS

2411 West 2nd Avenue | Spokane, WA 99201



| | 1 Mile | 3 Miles | 5 Miles |
|---------------------|-----------|-----------|-----------|
| Total Population | 9,052 | 72,878 | 187,494 |
| Population Density | 2,881 | 2,578 | 2,387 |
| Median Age | 35.2 | 37.5 | 35.6 |
| Median Age (Male) | 33.0 | 36.2 | 34.2 |
| Median Age (Female) | 36.5 | 38.7 | 37.0 |
| Total Households | 4,399 | 33,784 | 81,191 |
| # of Persons Per HH | 2.1 | 2.2 | 2.3 |
| Average HH Income | \$41,698 | \$49,651 | \$52,415 |
| Average House Value | \$162,226 | \$200,910 | \$185,345 |

* Demographic data derived from 2010 US Census



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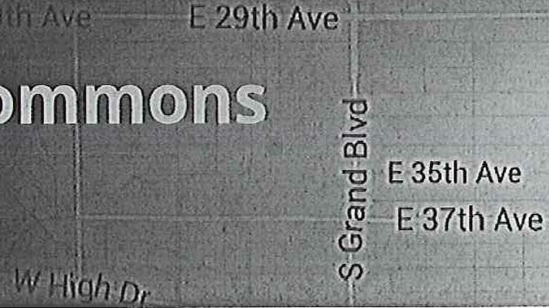
svncornerstone.com

Just hit market



South Hill Commons

3121 E 37TH AVE
SPOKANE, WA 99223



[OVERVIEW](#) [PHOTOS](#) [VIEW ON MAP](#)

Sale Overview



[VIEW ALL](#)

1/11 PHOTOS



| | |
|------------------|--------------|
| PRICE: | \$2,200,000 |
| NUMBER OF UNITS: | 58 |
| BUILDING SIZE: | 42,616 SF |
| PROPERTY TYPE: | Multi-Family |
| LOT SIZE: | 2.64 acres |
| YEAR BUILT: | 1972 |

Contact Advisor



Matthew Byrd
Senior Advisor
matt.byrd@svn.com
(C) 509.499.9229
(O) 509.499.9229



Gavin Lejameyer
Associate Advisor
WA #121391
gavin.lejameyer@svn.com
(O) 509.552.3123

Request more information

Name:

Email *:

Phone:

Message (optional) :

Highlights

- 58-Unit Apartment Community
- Low Income Housing Tax Credit Property
- Under market rents
- Amenities:
 - - Centrally Located Pool
 - - Onsite Laundry Facilities
- - Located across from Ferris High School and Adams Elementary
- - On site property manager/office
- - Storage units located on site
- Projected 2016 Income \$400,000
- Projected 2016 Expenses \$230,000



Send Message

This message will be emailed to us.

Powered By  buildout

Description

The SVN Cornerstone Multi-family team is pleased to present this rare opportunity to acquire a uniquely located apartment complex found on Spokane Washington's historic South Hill. This property consists of 58 units that include two-bedroom, one bedroom and studio apartments. Unmatched location with surrounding neighborhoods including Ferris High School and great shopping. Tax Credit property with great value add opportunity.

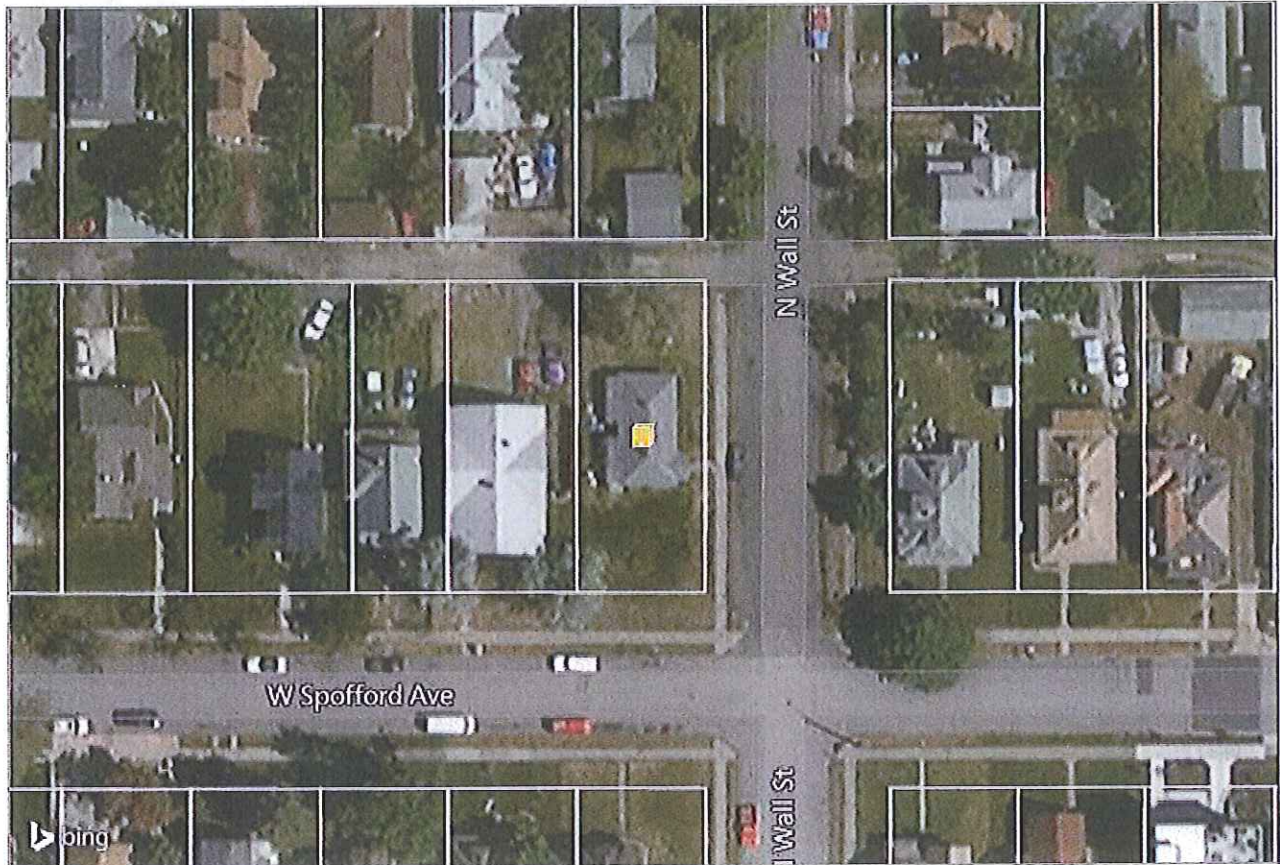
Apartment Complex Located Near Ferris High School and Premier Shopping Plazas



Pre-Auction Research

MINI PROPERTY REPORT

1607 N Wall St, Spokane, WA 99205



Presented by
Lee Arnold

Multi fam.

Mobile: (801) 574-4020 | Fax: (509) 458-4001

www.securedinvestmentcorp.com

Keller Williams

\$36,200.00

1607 N Wall St, Spokane, WA 99205



Legend: Subject Property

OFF MARKET

• Public Record

Current Estimated Value

\$80,000

Last AVM Update: 2/14/2016

AVM Est. Range: \$51,200 – \$108,800

AVM Confidence: ★☆☆☆☆

↑ AVM Change - Last 1 Month: \$3,000

↑ AVM Change - Last 12 Months: 25%

1607 N Wall

This report contains data and information that is publicly available and/or licensed from third parties and is provided to you on an "as is" and "as available" basis. The information is not verified or guaranteed. Neither this report nor the estimated value of a property is an appraisal of the property. Any valuation shown in this report has been generated by use of proprietary computer software that assembles publicly available property records and certain proprietary data to arrive at an approximate estimate of a property's value. RPR and its information providers shall not be liable for any claim or loss resulting from the content of, or errors or omissions in, information contained in this report.

00.035, 1288

Home Facts


| Home Facts | Public Facts | Listing Facts | Realtor Refinements |
|---------------------|-----------------------|---------------|---------------------|
| Property Type | Multifamily/Multiplex | - | - |
| Property Subtype | Duplex | - | - |
| Bedrooms | 2 | - | - |
| Total Baths | 2 | - | - |
| Full Baths | 2 | - | - |
| Living Area (sq ft) | 970 | - | - |
| Lot Size | 49,299.43 acres | - | - |
| Lot Dimensions | 6000 SF | - | - |
| Year Built | 1911 | - | - |
| Total Rooms | 6 | - | - |
| Roofing | Composition Shingle | - | - |
| Heating | Forced air unit | - | - |
| Cooling | None | - | - |
| Basement | No Basement | - | - |
| Foundation | Concrete | - | - |
| Exterior Walls | Wood | - | - |
| Number of Buildings | 0 | - | - |
| Number of Stories | 1 | - | - |

Homeowner Facts

| | |
|---------------------|---|
| Owner Name (Public) | J Porras Llc |
| Mailing Address | 606 N Pines Rd STE 200 Spokane Valley WA 99206-6711 |
| Mail Care-Of Name | Heath |
| Vesting | Company/Corporation |

Extended Home Facts



Legend:  Subject Property

Interior Details

| | |
|-----------------------------|-----------|
| Number of Plumbing Fixtures | 5 |
| 1 | 970 sq ft |

Exterior Details

| | |
|--------------------------|--------------|
| Lot Size - Square Feet | 0 sq ft |
| Lot Size - Frontage Feet | 0.0 sq ft |
| Lot Size - Depth Feet | 0.0 sq ft |
| Lot Size - Acres | 0.000 ac |
| Roof Type | GABLE OR HIP |

Location Details

Walkability Score (out of 5) Overall: 3.1 | Amenity: 3 | Leisure: 3.4

Other Details

| | |
|----------------------|------|
| Effective Year Built | 1911 |
| Building Condition | Fair |
| Building Quality | C+ |

Property History

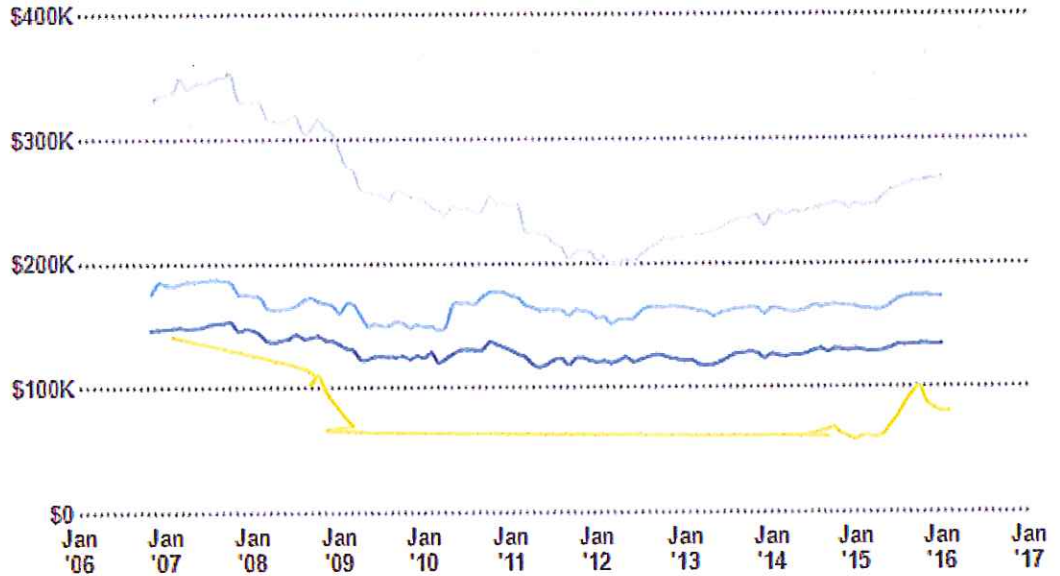
Median Estimated Home Value

This chart displays property estimates for an area and a subject property, where one has been selected. Estimated home values are generated by a valuation model and are not formal appraisals.

Data Source: Valuation calculations based on public records and MLS sources where licensed

Update Frequency: Monthly

- This House
- 99205
- Spokane County
- Washington



Sales History

| Sales Date | Sales Amount | Price per sq. ft. |
|------------|--------------|-------------------|
| 6/3/2004 | \$50,000 | \$52 |
| 8/11/1998 | \$22,000 | \$23 |

Assessed Values

| Date | Improvements | Land | Total | Tax |
|------|--------------|----------|----------|-------|
| 2015 | - | - | - | \$761 |
| 2014 | \$36,000 | \$17,000 | \$53,000 | \$758 |
| 2013 | - | - | - | \$787 |
| 2012 | - | - | - | \$829 |
| 2011 | - | - | - | \$794 |
| 2010 | - | - | - | \$717 |

Legal Description

| | | | | |
|-------------------------------------|---------------------|--|---|---|
| Parcel Number: 35073.4908 | Zoning: - | Census Tract: 530630024.002023 | Abbreviated Description: SEC/TWNRNG/MER:SEC 07 TWN 25N RNG 43E MOUNTAIN VU ADD L8 B14 | City/Municipality/Township: Spokane, WA 99205 |
|-------------------------------------|---------------------|--|---|---|

Price per Bedroom of Homes Sold

This chart shows the distribution of homes reported sold in the past six months at different prices per bedroom in the area of your search. The amount shown for the subject property is sold data where available, or the property's estimated value when sales data are unavailable (such as a non-disclosure state) or provided in range format.

Data Source: Public records and MLS data where licensed

Update Frequency: Monthly

- This House
- Comps

This House

\$40K 1

Comps

< \$50K 3

Median Sales Price by Square Footage

This chart shows the median price of homes reported sold in the past six months, according to the size of the living space, in the area of your search. The amount shown for the subject property is sold data where available, or the property's estimated value when sales data are unavailable (such as a non-disclosure state) or provided in range format.

Data Source: Public records and MLS data where licensed

Update Frequency: Monthly

- This House
- Comps

This House

970 sq. ft. \$80,000

Comps

> 2,400 sq. ft. \$99,500

Neighborhood: Housing Stats and Charts

| | 99205 | Spokane | Spokane County | Washington | United States |
|---|--------|---------|----------------|------------|---------------|
| Median Estimated Home Value | \$135K | \$162K | \$173K | \$269K | \$319K |
| Estimated Home Value 12-Month Change | 3% | 4% | 4.8% | 8.8% | — |
| Median List Price | \$131K | \$185K | \$209K | \$235K | \$81.8K |
| List Price 1-Month Change | 1.6% | 2.8% | 2% | 1.2% | -1.7% |
| List Price 12-Month Change | 6.3% | 8.9% | 10% | 11.9% | -0.8% |
| Median Home Age | 76 | 59 | 50 | 42 | — |
| Own | 68% | 57% | 64% | 64% | 66% |
| Rent | 32% | 43% | 36% | 36% | 34% |
| \$ Value of All Buildings for which Permits Were Issued | — | — | \$238M | \$3.89B | \$102B |
| % Change in Permits for All Buildings | — | — | 14% | 12% | 2% |
| % Change in \$ Value for All Buildings | — | — | 16% | 22% | 7% |

Median Sales Price vs. Sales Volume

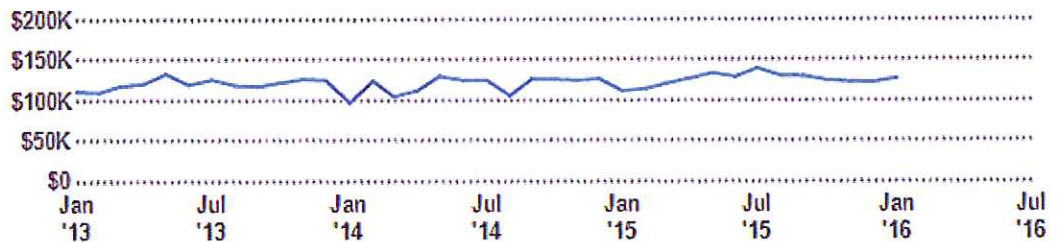
This chart compares the price trend and sales volume for homes in an area. Home prices typically follow sales volume, with a time lag, since sales activity is the driver behind price movements.

Data Source: Public records data

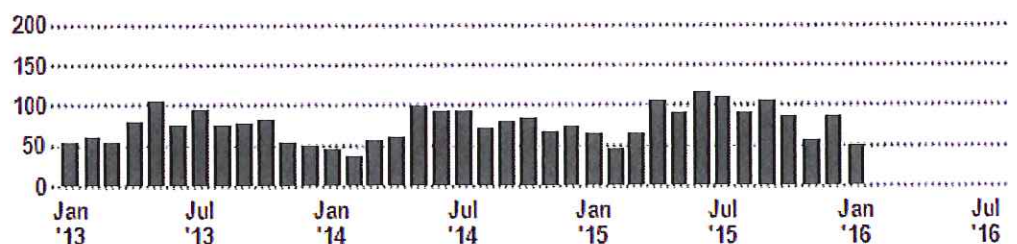
Update Frequency: Monthly

- Median Sales Price
- Sales Volume

Median Sales Price



Sales Volume



Median Listing Price vs. Listing Volume

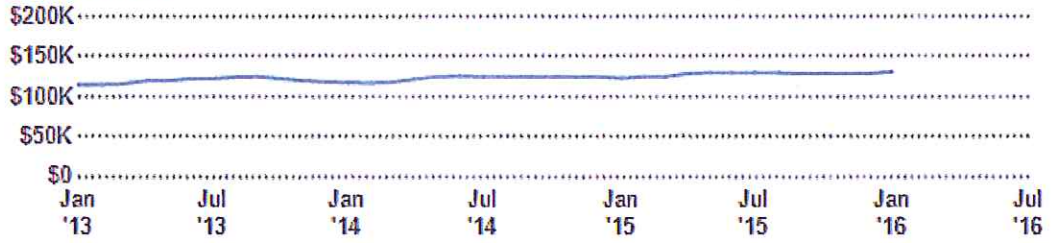
This chart compares the listing price and listing volume for homes in an area. Listing prices often follow listing volume, with a time lag, because supply can drive price movements.

Data Source: On- and off-market listings sources

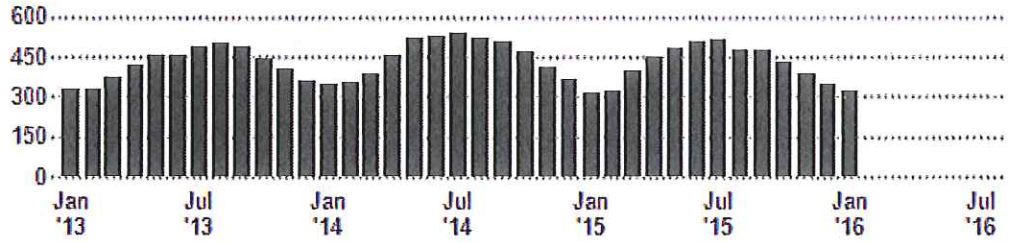
Update Frequency: Monthly

- Median List Price
- Listing Volume

Median List Price



Listing Volume





First American

myFirstAm® Combined Report

1607 N Wall St, Spokane, WA 99205

Property Address:
1607 N Wall St
Spokane, WA 99205

Combined Report

1607 N Wall St, Spokane, WA 99205

3/9/2016

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First American

myFirstAm® Property Profile

1607 N Wall St, Spokane, WA 99205

Property Information

| | | | |
|----------------------|------------------------|--------------------------|--|
| Owner(s): | J Porras Llc | Mailing Address: | 606 N Pines Rd #200, Spokane, WA 99206 |
| Owner Phone: | Unknown | Property Address: | 1607 N Wall St, Spokane, WA 99205 |
| Vesting Type: | Company | Alt. APN: | |
| County: | Spokane | APN: | 35073.4908 |
| Map Coord: | 10L | Census Tract: | 002400 |
| Lot#: | 8 | Block: | 14 |
| Subdivision: | Mountain Vu Add | Tract: | |
| Legal: | Mountain Vu Add L8 B14 | | |

Property Characteristics

| | | | | | |
|--------------------|-----------------------|-----------------------------|-------------|-----------------------|------------|
| Use: | Multi Family Dwelling | Year Built / Eff. : | 1911 / 1911 | Sq. Ft. : | 970 |
| Zoning: | | Lot Size Ac / Sq Ft: | 0.13 / 5663 | # of Units: | 2 |
| Bedrooms: | 2 | Bathrooms: | 2 | Fireplace: | |
| # Rooms: | 6 | Quality: | Poor | Heating: | Forced Air |
| Pool: | | Air: | | Style: | Duplex |
| Stories: | 1 | Improvements: | | Parking / #: | / |
| Gross Area: | 970 | Garage Area : | | Basement Area: | |

Sale and Loan Information

| | | | | | |
|-------------------------|-------------------------|---------------------|--|-------------------------|------------|
| Sale / Rec Date: | 08/10/2007 / 08/24/2007 | *\$/Sq. Ft.: | | 2nd Mtg.: | |
| Sale Price: | | 1st Loan: | | Prior Sale Amt: | \$50,000 |
| Doc No.: | <u>5580001</u> | Loan Type: | | Prior Sale Date: | 06/02/2004 |

157 | Page

| | | |
|------------------------------|----------------------------------|-------------------------------|
| Doc Type: Quitclaim | Transfer Date: 08/24/2007 | Prior Doc No.: 5080061 |
| Seller: Porras, Jerry | Lender: | Prior Doc Type: Deed |

*\$/Sq. Ft. is a calculation of Sale Price divided by Sq. Feet.

Tax Information

| | |
|--------------------------------|-------------------------------------|
| Imp Value: \$36,000 | Exemption Type: |
| Land Value: \$17,000 | Tax Year / Area: 2015 / 0010 |
| Total Value: \$53,000 | Tax Value: \$53,000 |
| Total Tax Amt: \$761.38 | Improved: 68% |

Property Profile **1607 N Wall St, Spokane, WA 99205** **3/9/2016**

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First American

myFirstAm® Transaction History

1607 N Wall St, Spokane, WA 99205

Transaction History

Transaction History provides records for the past ten years. To request additional information, please contact your local Sales Representative, Customer Service Department, or for an additional fee you may [click here](#).

| | | | |
|-----------------------------|---------------------|----------------------|--|
| History Record # 1 : | FORECLOSURE | | |
| Recording Date: | 08/19/2015 | | |
| Recorded Doc #: | <u>000006427507</u> | | |
| Document Type: | Notice of Sale | Vesting Type: | |

| | | | |
|-----------------------------|----------------------|-------------------------|---------------|
| History Record # 2 : | SALE/TRANSFER | | |
| Buyer: | J Porras Llc | Seller: | Porras, Jerry |
| Transaction Date: | 08/10/2007 | Sale Price: | |
| Recording Date: | 08/24/2007 | Sale Price Type: | |
| Recorded Doc #: | <u>5580001</u> | Title Company: | |
| Document Type: | Deed Transfer | Vesting Type: | Company |

| | | | |
|-----------------------------|----------------------|-------------------------|--------------------------|
| History Record # 3 : | SALE/TRANSFER | | |
| Buyer: | Porras, Jerry | Seller: | Heath, Elizabeth |
| Transaction Date: | | Sale Price: | \$50,000 |
| Recording Date: | 06/03/2004 | Sale Price Type: | |
| Recorded Doc #: | <u>5080061</u> | Title Company: | Pacific North West Title |
| Document Type: | Deed Transfer | Vesting Type: | |

| | | | | |
|---------------------------|----------------|--------------------------|---------------|-------------------|
| Mortgage Recording | FINANCE | Mortgage Transfer | Resale | 158 Page |
| | 06/03/2004 | | | |

| | | | |
|-----------------------------|---------------------|----------------------------|-----|
| Date: | | Type: | |
| Mortgage Document #: | <u>5080062</u> | Mortgage Rate Type: | Fix |
| Lender: | Wells Fargo Bank | Mortgage Term: | |
| Document Type: | Trust Deed/Mortgage | Vesting Type: | |
| Loan Amount: | \$49,227 | Mortgage Rate: | |
| Borrower 1: | Porras Jerry | Borrower 2: | |
| Borrower 3: | | Borrower 4: | |

| | | | |
|---------------------------------|------------------------|--------------------------------|-----------|
| History Record # 4 : | FINANCE | | |
| Mortgage Recording Date: | 08/11/1999 | Mortgage Transfer Type: | Refinance |
| Mortgage Document #: | <u>0004400993</u> | Mortgage Rate Type: | Fix |
| Lender: | Beneficial Mortgage Co | Mortgage Term: | |
| Document Type: | Trust Deed/Mortgage | Vesting Type: | |
| Loan Amount: | \$27,000 | Mortgage Rate: | |
| Borrower 1: | Heath Elizabeth | Borrower 2: | |
| Borrower 3: | | Borrower 4: | |

| | | | |
|-----------------------------|-------------------|-------------------------|------------------------|
| History Record # 5 : | SALE/TRANSFER | | |
| Buyer: | Heath,Elizabeth | Seller: | Svien,Scott |
| Transaction Date: | | Sale Price: | \$22,000 |
| Recording Date: | 08/11/1998 | Sale Price Type: | |
| Recorded Doc #: | <u>0004255071</u> | Title Company: | Pioneer National Title |
| Document Type: | Deed Transfer | Vesting Type: | |

| | | | |
|-----------------------------|-------------------|-------------------------|-----------------------------|
| History Record # 6 : | SALE/TRANSFER | | |
| Buyer: | Svien,Scott | Seller: | Culberton,W J |
| Transaction Date: | | Sale Price: | \$15,000 |
| Recording Date: | 07/01/1998 | Sale Price Type: | |
| Recorded Doc #: | <u>0004238987</u> | Title Company: | Transnation Title Insurance |
| Document Type: | Deed Transfer | Vesting Type: | |

Transaction History

1607 N Wall St, Spokane, WA 99205

3/9/2016

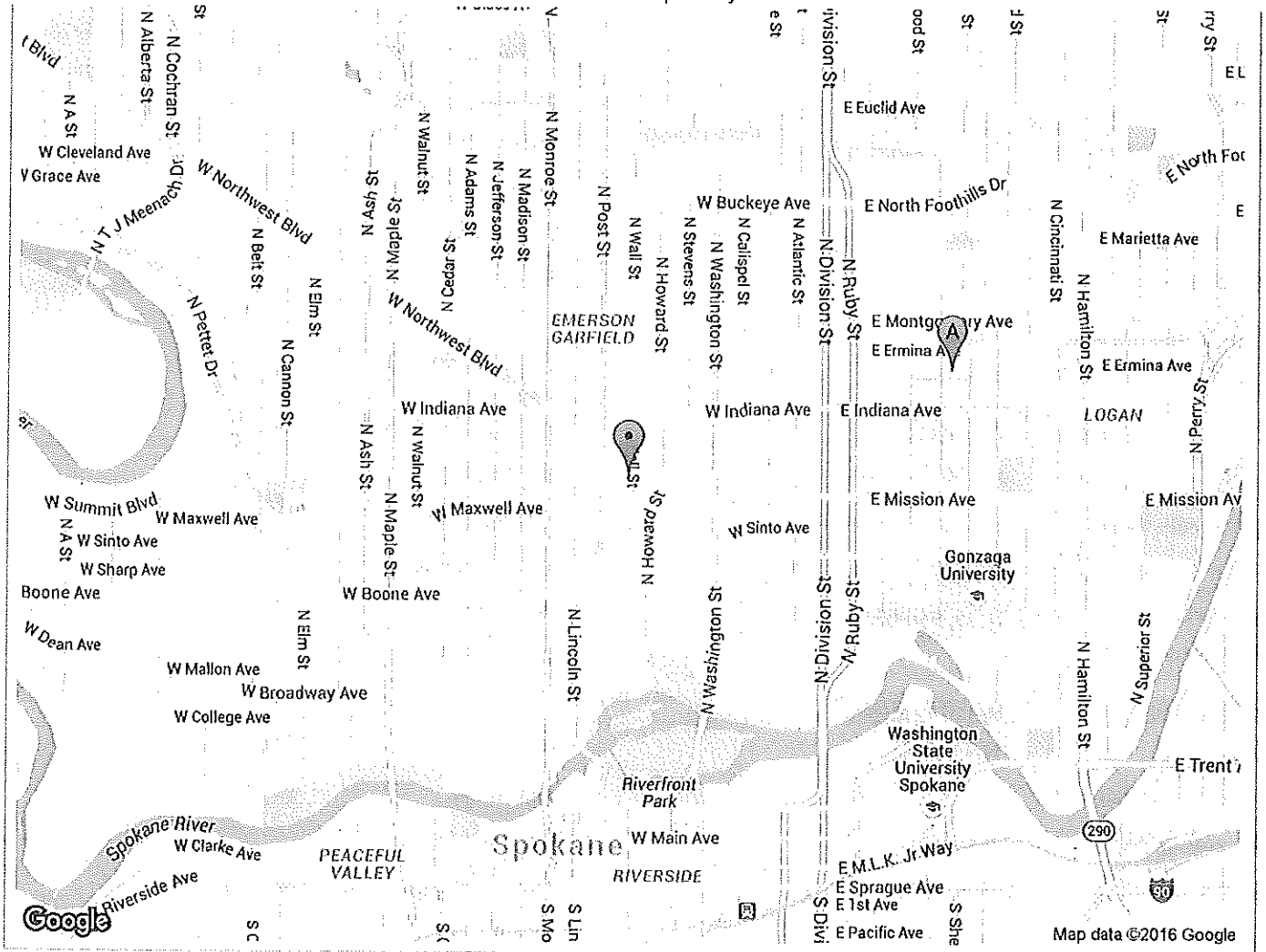
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First American

myFirstAm® Comparable Sales

1607 N Wall St, Spokane, WA 99205



Subject Property

| APN | Property Address | Sale Price | Year Built | Beds | Baths | Sq. Ft. | Rec. Date | Dist. from Subj. |
|------------|-----------------------------------|------------|------------|------|-------|---------|-----------|------------------|
| 35073.4908 | 1607 N Wall St, Spokane, WA 99205 | \$0 | 1911 | 2 | | 970 | | |

Comparable Sales

| | | | | | | | | |
|---------------|--------------------------------------|----------|------|---|---|-----|------------|---------|
| A. 35083.1110 | 409 E Baldwin AVE, Spokane, WA 99207 | \$81,200 | 1903 | 4 | 2 | 988 | 10/08/2015 | 0.89 mi |
|---------------|--------------------------------------|----------|------|---|---|-----|------------|---------|

Comparable Statistics

| | Average | Low | High |
|--------------|----------|----------|----------|
| Sale Price: | \$81,200 | \$81,200 | \$81,200 |
| Loan Amount: | \$0 | \$0 | \$0 |
| Bedrooms: | 4 | 4 | 4 |
| Bathrooms: | 2 | 2 | 2 |
| Sq. Ft.: | 988 | 988 | 988 |

| | | | |
|----------------------------|------|------|------|
| Sale \$ / Sq. Ft.*: | \$82 | \$82 | \$82 |
|----------------------------|------|------|------|

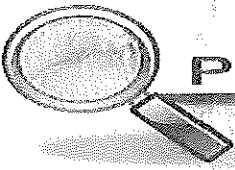
*\$/Sq.Ft. is a calculation of Sale Price divided by Sq.Ft.

Comparable Sales

1607 N Wall St, Spokane, WA 99205

3/9/2016

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Parcel Information Search

Spokane
County
1116 W.
Broadway
Spokane, WA
99260 [Contact Us](#)

Home > County Index > Parcel Information Search > Parcel Summary

Search by Address

Or by Parcel



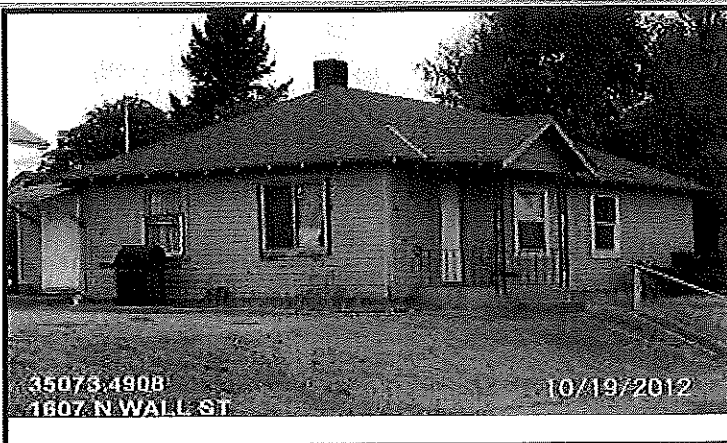
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[Summary](#) [Sketch](#) [Notices](#) [Maps](#) [Parcel Photos](#) [Seg / Merge](#) [Taxes](#) [Interactive Map](#)

[Print Summary w/No Graphs](#)

All Data As Of: 03/09/2016

Parcel Number: 35073.4908



View Parcel Maps In Spokane County SCOUT

CONTACT INFO | **OWNER INFORMATION**

| Owner/Name | Address 1 | Address 2 | City | State | Zip | Country | Address Change |
|--------------|------------------------|-----------|---------|-------|------------|---------|-----------------------------|
| J PORRAS LLC | 606 N PINES RD STE 200 | | SPOKANE | WA | 99206-6711 | | Change Form |

CONTACT INFO | **TAXPAYER INFORMATION**

| Taxpayer/Name | Address 1 | Address 2 | City | State | Zip | Country | Name/Address Change |
|---------------|------------------------|-----------|---------|-------|------------|---------|-----------------------------|
| J PORRAS LLC | 606 N PINES RD STE 200 | | SPOKANE | WA | 99206-6711 | | Change Form |

CONTACT INFO | **SITE ADDRESS INFORMATION**

| Parcel Type | Site Address | City | Land Size | Size Description | Description | Tax Year | Tax Code Area | Status |
|-------------|----------------|---------|-----------|------------------|---------------------|----------|---------------|--------|
| Real | 1607 N WALL ST | SPOKANE | | | 12 Two-to-Four Unit | 2016 | 0010 | Active |

Assessor Description
MOUNTAIN VU ADD L8 B14

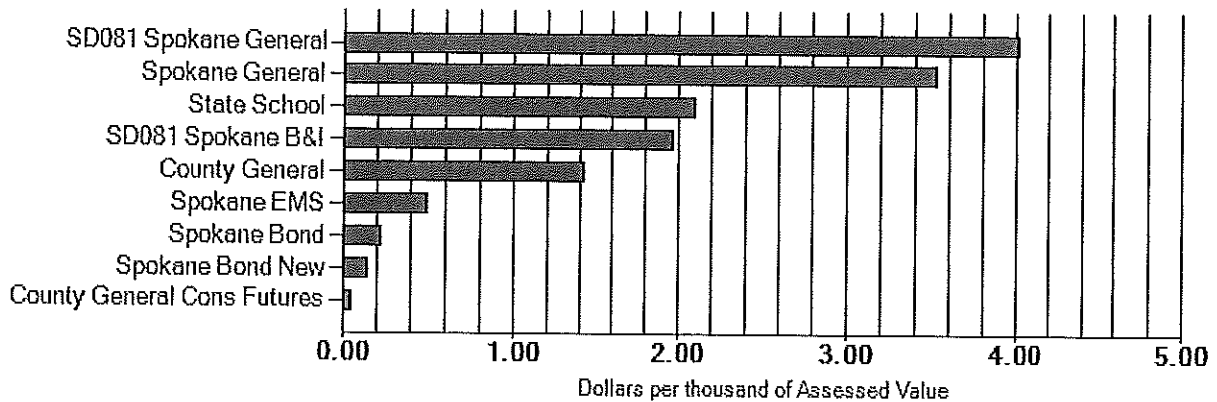
| CONTACT INFO | | APPRAISAL INFORMATION | | | | | |
|---------------------|-----------|--|-------------------|-------------------|-------------------------|----------------|-----------------|
| Parcel Class | Appraiser | Contact Your Appraiser | Neighborhood Code | Neighborhood Name | Neighborhood Desc | Appraiser Name | Appraiser Phone |
| 12 Two-to-Four Unit | 109 | Click here to send a question to the appraiser | 713590 | CORB3 | CITY-CORBIN PARK SOUTHW | Bob | 477-5912 |

Assessed Value

| Tax Year | Land | Dwelling / Structure | Curent Use Land | Taxable | Personal Prop | Total Value |
|----------|--------|----------------------|-----------------|---------|---------------|-------------|
| 2016 | 17,000 | 36,000 | 0 | 53,000 | 0 | 53,000 |
| 2015 | 17,000 | 36,000 | 0 | 53,000 | 0 | 53,000 |
| 2014 | 17,000 | 36,000 | 0 | 53,000 | 0 | 53,000 |
| 2013 | 19,000 | 36,100 | 0 | 55,100 | 0 | 55,100 |
| 2012 | 19,000 | 40,900 | 0 | 59,900 | 0 | 59,900 |
| 2011 | 19,000 | 40,900 | 0 | 59,900 | 0 | 59,900 |

| CONTACT INFO | | LEVY INFORMATION | | | |
|-----------------------------|----------------|------------------|-----------|--------|--|
| Levy Name | Levy Rate 2015 | Levy Rate 2016 | Levy Type | Tax ID | |
| County General | <u>1.4585</u> | <u>1.4260</u> | Non-Voted | 0010 | |
| County General Cons Futures | <u>0.0467</u> | <u>0.0453</u> | Non-Voted | 0010 | |
| Spokane EMS | <u>0.5000</u> | <u>0.4922</u> | Non-Voted | 0010 | |
| Spokane General | <u>3.6000</u> | <u>3.5243</u> | Non-Voted | 0010 | |
| State School | <u>2.2640</u> | <u>2.0997</u> | Non-Voted | 0010 | |
| SD081 Spokane B&I | <u>1.9647</u> | <u>1.9626</u> | Voted | 0010 | |
| SD081 Spokane General | <u>4.0533</u> | <u>4.0098</u> | Voted | 0010 | |
| Spokane Bond | <u>0.2397</u> | <u>0.2220</u> | Voted | 0010 | |
| Spokane Bond New | <u>0.1104</u> | <u>0.1480</u> | Voted | 0010 | |
| Totals: | 14.2372 | 13.9299 | | | |

2016 LEVY RATES



| CONTACT INFO | | CHARACTERISTICS |
|--------------|--|-----------------|
|--------------|--|-----------------|

Is there an error in the data? [Click here](#) to tell your appraisers.

[Click here](#) to view the sketch.

| Dwelling/ | Yr | Yr | Size | Type | House Type | Roof Material | Heat | Cool | Bedrms | Half | Full |
|-----------|----|----|------|------|------------|---------------|------|------|--------|------|------|
| | | | | | | | | | 164 | | Page |

| | | | | | | | | | | |
|------------------------------------|----------------|-----------------|---------------------------------|------------------------|----------------|----------------|------------------|---|-------------|-------------|
| Structure | Blt | Remod | | | | | | | Bath | Bath |
| Dwelling | 1911 | 0 | See Residential Sq Ft Breakdown | 84 Converted Duplex | Comp sh medium | Forced hot air | None | 2 | 0 | 2 |
| Residential Sq Ft Breakdown | | | | | | Sq Ft | Extension | | | |
| 1st Floor | | | | | | 970 | R01 | | | |
| Total Sq Ft | | | | | | 970 | | | | |
| Features / Structure | | | | Main Floor Size | | | Size Type | | | |
| DWELL - Basic allowance | | | | | | | 1 | | | |
| Land Number | Soil Id | Acreeage | Sq Ft | Frontage | Depth | Lot(s) | | | | |
| 1 | R2SL | 0.14 | 6,000 | 50 | 120 | 1 | | | | |

| | | | |
|---------------------|--------------------------|-------------------------|----------------------|
| CONTACT INFO | SALES INFORMATION | | |
| Sale Date | Sale Price | Sale Instrument | Excise Number |
| 08/10/2007 | 0.00 | Quit Claim Deed | 200714433 |
| 06/01/2004 | 50,000.00 | Statutory Warranty Deed | 200409519 |

[Click here to view past sales prior to 1999.](#)

| | | |
|--|-----------------------|--|
| CONTACT INFO | PROPERTY TAXES | |
| Taxes are due April 30th and October 31st | | |
| Click here to go to the Spokane County Treasurer's website. | | |
| Parcel has no active exemptions. | | |
| There are special circumstances regarding this parcel. Please call (509) 477-4713 for tax information. | | |

| | | | |
|---------------------|---------------------|---------------------|-----------------------|
| CONTACT INFO | TAX RECEIPTS | | |
| Tax Year | Receipt # | Receipt Date | Receipt Amount |
| 2015 | 6558505 | 10/23/2015 | 380.69 |
| 2015 | 6378162 | 04/21/2015 | 380.69 |
| 2014 | 6205810 | 10/28/2014 | 378.78 |
| 2014 | 6020982 | 04/17/2014 | 378.77 |
| 2013 | 5857135 | 10/25/2013 | 393.61 |
| 2013 | 5679555 | 04/24/2013 | 393.61 |

Spokane County Assessor's Office

1116 West Broadway Avenue
 County Courthouse, 1st Floor
 Spokane, WA 99260

| |
|--|
| Assessor's Information |
| Owner, Site Address, Appraisal, Levy, Characteristics, Sales |

Hours Monday - Thursday 8:30am - 4:00pm
 Friday 8:30am - 1:00pm
 (excluding holidays)

Phone (509) 477-3698

Fax (509) 477-3697

E-Mail [Contact the Assessor](#)

Spokane County Treasurer's Office

1116 West Broadway Avenue
 County Courthouse, 2nd Floor
 Spokane, WA 99260

| |
|---|
| Treasurer's Information |
| Taxpayer, Property Taxes, Receipts, Sales |

Hours Monday - Thursday 8:30am - 4:00pm
 Friday 8:30am - 1:00pm
 (excluding holidays)

Phone (509) 477-4713

Fax (509) 477-3674

E-Mail [Contact the Treasurer](#)

MINI PROPERTY REPORT

5523 E Commerce Ave, Spokane, WA 99212



Presented by
Lee Arnold

multi fam.

Mobile: (801) 574-4020 | Fax: (509) 458-4001

www.securedinvestmentcorp.com

Keller Williams

5523 E Commerce Ave, Spokane, WA 99212



Legend: Subject Property

OFF MARKET
• Public Record

This report contains data and information that is publicly available and/or licensed from third parties and is provided to you on an "as is" and "as available" basis. The information is not verified or guaranteed. Neither this report nor the estimated value of a property is an appraisal of the property. Any valuation shown in this report has been generated by use of proprietary computer software that assembles publicly available property records and certain proprietary data to arrive at an approximate estimate of a property's value. RPR and its information providers shall not be liable for any claim or loss resulting from the content of, or errors or omissions in, information contained in this report.

not shown

Home Facts

| Home Facts | Public Facts | Listing Facts | Realtor Refinements |
|---------------------|------------------------|---|---------------------|
| Property Type | Multifamily/Multiplex | Single Family Residence | - |
| Property Subtype | Multi-Family Dwellings | Res/Site Blt | - |
| Bedrooms | 5 | 5 | - |
| Total Baths | 3 | 3 | - |
| Full Baths | 3 | 3 | - |
| Living Area (sq ft) | 2,529 | 2,086 | - |
| Lot Size | 49,299.43 acres | 0.11 acres | - |
| Lot Dimensions | 5000 SF | - | - |
| Garage | Yes | - | - |
| Garage (spaces) | 1 | - | - |
| Year Built | 1918 | 1918 | - |
| Total Rooms | 9 | 5 | - |
| Style | - | 2 Story, Craftsman | - |
| Roofing | Composition Shingle | Composition | - |
| Heating | Forced air unit | Gas, Electricity, Forced Air, Electric Water Heater | - |
| Cooling | None | - | - |
| Basement | Full Basement | Full, Finished, Family/Rec. Room, Outside Entrance | - |
| Foundation | Stone | - | - |
| Exterior Walls | Siding (Alum/Vinyl) | Vinyl | - |
| Number of Buildings | 0 | - | - |
| Number of Stories | 1.5+B | - | - |

Homeowner Facts

| | |
|---------------------|---|
| Owner Name (Public) | Jones, Rickey |
| Mailing Address | 5523 E Commerce Ave Spokane WA 99212-1306 |
| Owner Occupied | Y |

Extended Home Facts



Legend: Subject Property

Interior Details

| | |
|-----------------------------|-----------|
| Heating Fuel Type | Gas |
| Number of Plumbing Fixtures | 4 |
| 1 | 843 sq ft |
| Upper Story | 843 sq ft |
| Garage | 216 sq ft |
| Canopy | 182 sq ft |

Exterior Details

| | |
|--------------------------|--------------|
| Lot Size - Square Feet | 5000 sq ft |
| Lot Size - Frontage Feet | 0.0 sq ft |
| Lot Size - Depth Feet | 0.0 sq ft |
| Lot Size - Acres | 0.115 ac |
| Roof Type | GABLE OR HIP |

Location Details

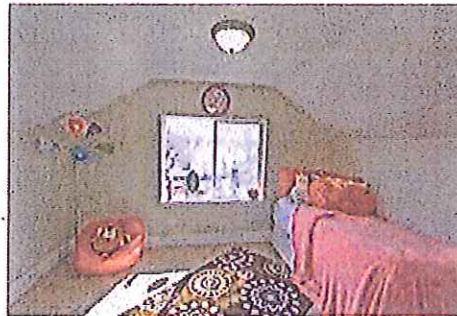
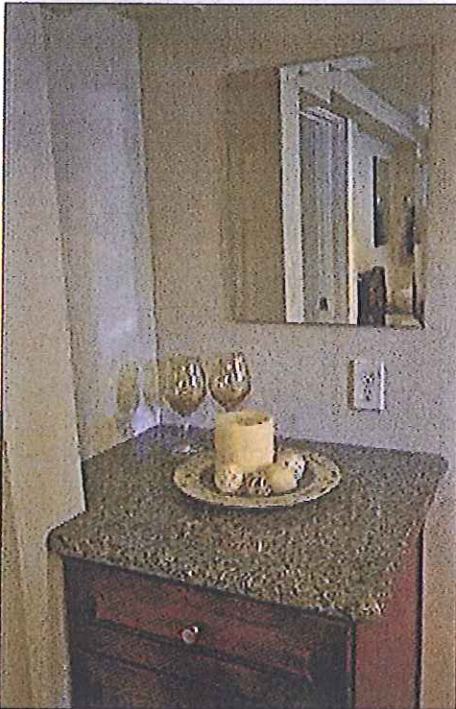
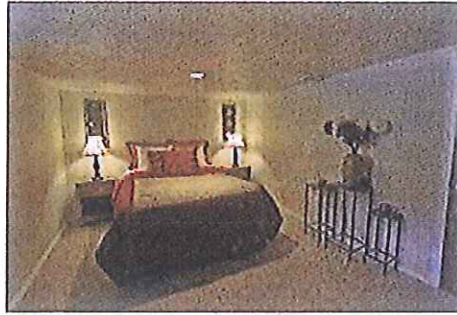
Walkability Score (out of 5) Overall: 2.2 | Amenity: 2.2 | Leisure: 1.9

Other Details

| | |
|----------------------|------|
| Effective Year Built | 1995 |
| Building Condition | Good |
| Building Quality | C |
| Wood Deck | 182 |

Property Photos







Property History

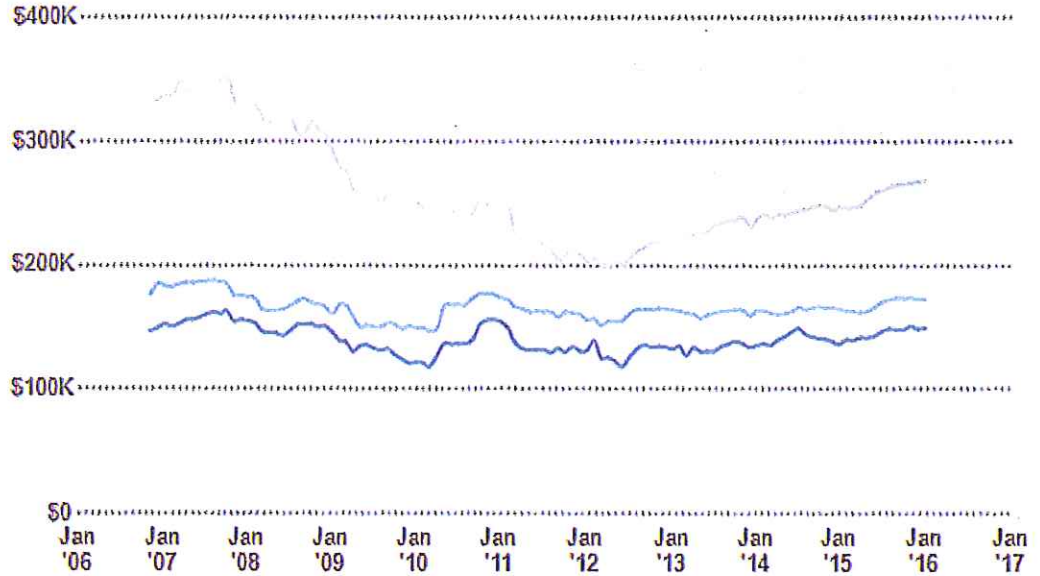
Median Estimated Home Value

This chart displays property estimates for an area and a subject property, where one has been selected. Estimated home values are generated by a valuation model and are not formal appraisals.

Data Source: Valuation calculations based on public records and MLS sources where licensed

Update Frequency: Monthly

- This House
- 99212
- Spokane County
- Washington



Sales History

| Sales Date | Sales Amount | Price per sq. ft. |
|------------|--------------|-------------------|
| 9/6/2013 | \$157,780 | \$62 |
| 5/29/2012 | \$85,261 | \$34 |
| 10/12/2004 | \$69,500 | \$27 |

Assessed Values

| Date | Improvements | Land | Total | Tax |
|------|--------------|----------|-----------|---------|
| 2015 | - | - | - | \$2,286 |
| 2014 | \$105,100 | \$15,000 | \$120,100 | \$1,845 |
| 2013 | - | - | - | \$1,257 |
| 2012 | - | - | - | \$1,243 |
| 2011 | - | - | - | \$1,305 |
| 2010 | - | - | - | \$1,178 |

Legal Description

| | | | | |
|------------------------------|--------------|-----------------------------------|---|--|
| Parcel Number: 35114.0908 | Zoning: - | Census Tract: 530630122.001079 | Abbreviated Description: SEC/TWN/RNG/MER:SEC 11 TWN 25N RNG 43E PARKWATER L11 B62 | City/Municipality/Township: Spokane, WA 99212 |
|------------------------------|--------------|-----------------------------------|---|--|

Mortgage Records

| Recording Date | 3/1/2013 | 8/16/2012 |
|-----------------|----------------------------|--------------------------------|
| Borrower Name | - | JONATHON WD WOODRUFF |
| Lender Name | JOEL M ELGEE ETUX | SKWHOLDINGS LLC |
| Lender Type | Private Party (individual) | Other (company or corporation) |
| Loan Amount | \$50,000 | \$53,687 |
| Document Number | 6182170 | 6119003 |
| Loan Type | Unknown | Unknown |
| Contract Date | 2/27/2013 | 8/15/2012 |

Neighborhood: Housing Stats and Charts

| | 99212 | Spokane | Spokane County | Washington | United States |
|---|--------|---------|----------------|------------|---------------|
| Median Estimated Home Value | \$150K | \$162K | \$173K | \$269K | \$319K |
| Estimated Home Value 12-Month Change | 9.4% | 4% | 4.8% | 8.8% | — |
| Median List Price | \$180K | \$185K | \$209K | \$235K | \$81.8K |
| List Price 1-Month Change | 9.2% | 2.8% | 2% | 1.2% | -1.7% |
| List Price 12-Month Change | 14.6% | 8.9% | 10% | 11.9% | -0.8% |
| Median Home Age | 52 | 59 | 50 | 42 | — |
| Own | 68% | 57% | 64% | 64% | 66% |
| Rent | 32% | 43% | 36% | 36% | 34% |
| \$ Value of All Buildings for which Permits Were Issued | — | — | \$238M | \$3.89B | \$102B |
| % Change in Permits for All Buildings | — | — | 14% | 12% | 2% |
| % Change in \$ Value for All Buildings | — | — | 16% | 22% | 7% |

Median Sales Price vs. Sales Volume

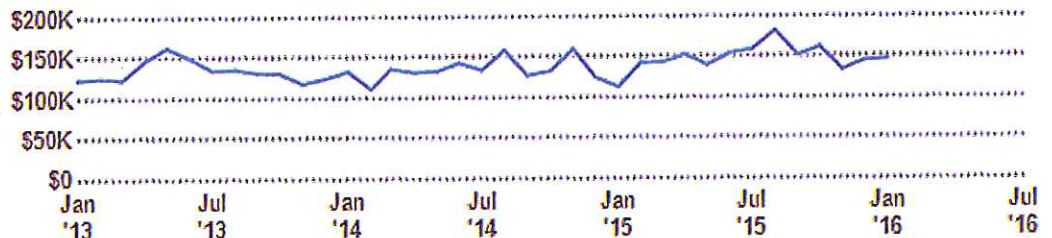
This chart compares the price trend and sales volume for homes in an area. Home prices typically follow sales volume, with a time lag, since sales activity is the driver behind price movements.

Data Source: Public records data

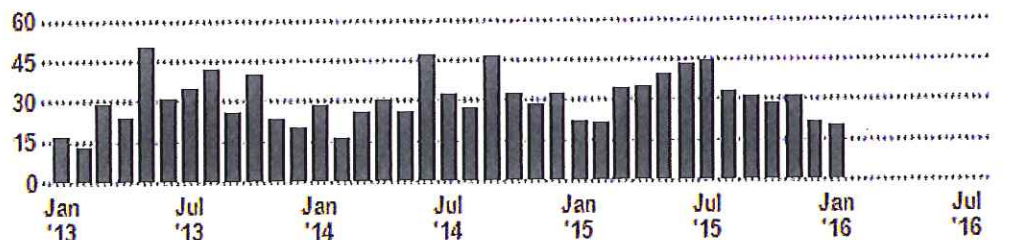
Update Frequency: Monthly

- Median Sales Price
- Sales Volume

Median Sales Price



Sales Volume



Median Listing Price vs. Listing Volume

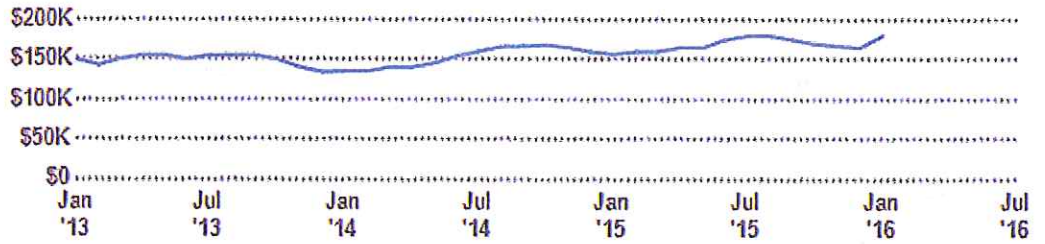
This chart compares the listing price and listing volume for homes in an area. Listing prices often follow listing volume, with a time lag, because supply can drive price movements.

Data Source: On- and off-market listings sources

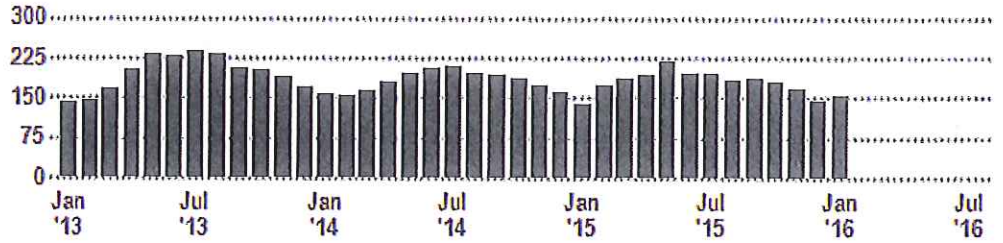
Update Frequency: Monthly

- Median List Price
- Listing Volume

Median List Price



Listing Volume





First American

myFirstAm® Combined Report

5523 E Commerce Ave, Spokane, WA 99212

Property Address:
5523 E Commerce Ave
Spokane, WA 99212

Combined Report

5523 E Commerce Ave, Spokane, WA 99212

3/9/2016

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First American

myFirstAm® Property Profile

5523 E Commerce Ave, Spokane, WA 99212

Property Information

| | | | |
|----------------------|-------------------|--------------------------|--|
| Owner(s): | Jones Rickey | Mailing Address: | 5523 E Commerce Ave, Spokane, WA 99212 |
| Owner Phone: | Unknown | Property Address: | 5523 E Commerce Ave, Spokane, WA 99212 |
| Vesting Type: | Single Man | Alt. APN: | |
| County: | Spokane | APN: | 35114.0908 |
| Map Coord: | 14K | Census Tract: | 012200 |
| Lot#: | 11 | Block: | 62 |
| Subdivision: | Parkwater | Tract: | |
| Legal: | Parkwater L11 B62 | | |

Property Characteristics

| | | | | | |
|--------------------|-----------------------|-----------------------------|---------------|-----------------------|-------------------|
| Use: | Multi Family Dwelling | Year Built / Eff. : | 1918 / 1999 | Sq. Ft. : | 2043 |
| Zoning: | | Lot Size Ac / Sq Ft: | 0.1148 / 5000 | # of Units: | 2 |
| Bedrooms: | 5 | Bathrooms: | 3 | Fireplace: | |
| # Rooms: | 9 | Quality: | Average | Heating: | Forced Air Gas |
| Pool: | | Air: | | Style: | Unknown |
| Stories: | 1.50 | Improvements: | | Parking / #: | Detached Garage / |
| Gross Area: | 2529 | Garage Area : | 216 | Basement Area: | 843 |

Sale and Loan Information

Sale / Rec Date: 08/29/2013 / 09/06/2013 *\$/Sq. Ft.: \$77.09 2nd Mtg.: 177 | Page

3/9/2016

Combined Report - myFirstAm

| | | |
|--|----------------------------------|--|
| Sale Price: \$157,500 | 1st Loan: \$155,495 | Prior Sale Amt: |
| Doc No.: <u>000006245871</u> | Loan Type: Conventional | Prior Sale Date: 08/07/2012 |
| Doc Type: General Warranty Deed | Transfer Date: 09/06/2013 | Prior Doc No.: 000006117166 |
| Seller: Summit Ents Llc | Lender: Wells Fargo Bk Na | Prior Doc Type: Bargain & Sale Deed |

*\$/Sq. Ft. is a calculation of Sale Price divided by Sq. Feet.

Tax Information

| | |
|----------------------------------|-------------------------------------|
| Imp Value: \$133,600 | Exemption Type: |
| Land Value: \$15,000 | Tax Year / Area: 2015 / 0040 |
| Total Value: \$148,600 | Tax Value: \$148,600 |
| Total Tax Amt: \$2,285.64 | Improved: 90% |

Property Profile

5523 E Commerce Ave, Spokane, WA 99212

3/9/2016

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First American

myFirstAm® Transaction History

5523 E Commerce Ave, Spokane, WA 99212

Transaction History

Transaction History provides records for the past ten years. To request additional information, please contact your local Sales Representative, Customer Service Department, or for an additional fee you may [click here](#).

| | |
|-----------------------------|-------------------------------|
| History Record # 1 : | FORECLOSURE |
| Recording Date: | 01/27/2016 |
| Recorded Doc #: | <u>000006468214</u> |
| Document Type: | Release of Lis Pendens/Notice |
| Vesting Type: | |
| History Record # 2 : | FORECLOSURE |
| Recording Date: | 01/19/2016 |
| Recorded Doc #: | <u>000006466019</u> |
| Document Type: | Notice of Sale |
| Vesting Type: | |
| History Record # 3 : | FORECLOSURE |
| Recording Date: | 12/04/2015 |
| Recorded Doc #: | <u>000006456161</u> |
| Document Type: | Release of Lis Pendens/Notice |
| Vesting Type: | |
| History Record # 4 : | FORECLOSURE |
| Recording Date: | 10/30/2015 |
| Recorded Doc #: | <u>000006448516</u> |

| | | | |
|-----------------------------|----------------------|-------------------------|--------------------------------|
| Document Type: | Notice of Sale | Vesting Type: | |
| History Record # 5 : | SALE/TRANSFER | | |
| Buyer: | Jones Rickey | Seller: | Summit Ents Llc |
| Transaction Date: | 08/29/2013 | Sale Price: | \$157,500 |
| Recording Date: | 09/06/2013 | Sale Price Type: | |
| Recorded Doc #: | <u>000006245871</u> | Title Company: | First American Title Insurance |
| Document Type: | Deed Transfer | Vesting Type: | Single Man |

FINANCE

| | | | |
|---------------------------------|---------------------|--------------------------------|------------|
| Mortgage Recording Date: | 09/06/2013 | Mortgage Transfer Type: | Resale |
| Mortgage Document #: | <u>000006245872</u> | Mortgage Rate Type: | |
| Lender: | Wells Fargo Bk Na | Mortgage Term: | 30 |
| Document Type: | Trust Deed/Mortgage | Vesting Type: | Single Man |
| Loan Amount: | \$155,495 | Mortgage Rate: | |
| Borrower 1: | Jones Rickey | Borrower 2: | |
| Borrower 3: | | Borrower 4: | |

| | | | |
|---------------------------------|------------------------|--------------------------------|-----------------------------|
| History Record # 6 : | FINANCE | | |
| Mortgage Recording Date: | 03/01/2013 | Mortgage Transfer Type: | Construction Loan/Financing |
| Mortgage Document #: | <u>000006182170</u> | Mortgage Rate Type: | |
| Lender: | Elgee Joe M & Lisa M C | Mortgage Term: | 1 |
| Document Type: | Trust Deed/Mortgage | Vesting Type: | Company |
| Loan Amount: | \$50,000 | Mortgage Rate: | |
| Borrower 1: | Summit Ents Llc | Borrower 2: | |
| Borrower 3: | | Borrower 4: | |

| | | | |
|---------------------------------|---------------------|--------------------------------|---------------------|
| History Record # 7 : | FINANCE | | |
| Mortgage Recording Date: | 08/16/2012 | Mortgage Transfer Type: | Stand Alone Finance |
| Mortgage Document #: | <u>000006119003</u> | Mortgage Rate Type: | |
| Lender: | Skw Holdings Llc | Mortgage Term: | |
| Document Type: | Trust Deed/Mortgage | Vesting Type: | Company |
| Loan Amount: | \$53,687 | Mortgage Rate: | |
| Borrower 1: | Summit Ents Llc | Borrower 2: | |
| Borrower 3: | | Borrower 4: | |

| | | | |
|-----------------------------|----------------------|-------------------------|----------------------------|
| History Record # 8 : | SALE/TRANSFER | | |
| Buyer: | Summit Ents Llc | Seller: | Federal Natl Mtg Assn Fnma |
| Transaction Date: | 08/07/2012 | Sale Price: | |
| Recording Date: | 08/10/2012 | Sale Price Type: | |
| Recorded Doc #: | <u>000006117166</u> | Title Company: | Stewart Title |
| Document Type: | Deed Transfer | Vesting Type: | Company |

History Record # 9 : SALE/TRANSFER

Buyer: Federal Natl Mtg Assn Fnma
Transaction Date: 05/18/2012
Recording Date: 05/29/2012
Recorded Doc #: 6095938
Document Type: Deed Transfer

Seller: Northwest Trustee Services
Sale Price: \$85,261
Sale Price Type: Confirmed
Title Company: First American Title
Vesting Type:

History Record # 10 : FORECLOSURE

Recording Date: 02/15/2012
Recorded Doc #: 6067302
Document Type: Notice of Sale

Vesting Type:

History Record # 11 : SALE/TRANSFER

Buyer: Johnson, Joanie
Transaction Date: 10/11/2004
Recording Date: 10/12/2004
Recorded Doc #: 5134391
Document Type: Deed Transfer

Seller: Weiler, Julius R & Deborah J
Sale Price: \$69,500
Sale Price Type:
Title Company: First American Title
Vesting Type:

FINANCE

Mortgage Recording Date: 10/12/2004
Mortgage Document #: 5134392
Lender: Gn Mortgage Corp
Document Type: Trust Deed/Mortgage
Loan Amount: \$69,500
Borrower 1: Johnson Joanie
Borrower 3:

Mortgage Transfer Type: Resale
Mortgage Rate Type: Fix
Mortgage Term:
Vesting Type:
Mortgage Rate:
Borrower 2:
Borrower 4:

History Record # 12 : SALE/TRANSFER

Buyer: Weiler, Julius R & Deborah J
Transaction Date:
Recording Date: 03/28/2002
Recorded Doc #: 4706505
Document Type: Deed Transfer

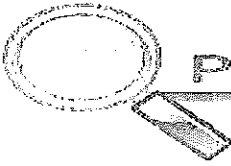
Seller: Rowley, Guy H & Geraldine E
Sale Price:
Sale Price Type:
Title Company: Transnation Title Insurance
Vesting Type:

Transaction History

5523 E Commerce Ave, Spokane, WA 99212

3/9/2016

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Parcel Information Search

Spokane
County
1116 W.
Broadway
Spokane, WA
99260 [Contact Us](#)

Home > County Index > Parcel Information Search > Parcel Summary

Search by Address

Or by Parcel



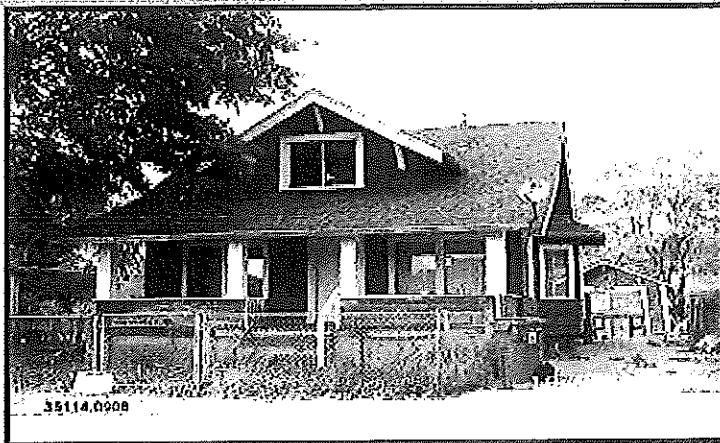
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[Summary](#) [Sketch](#) [Notices](#) [Maps](#) [Parcel Photos](#) [Seg / Merge](#) [Taxes](#) [Interactive Map](#)

[Print Summary w/No Graphs](#)

All Data As Of: 03/09/2016

Parcel Number: 35114.0908



View Parcel Maps In Spokane County SCOUT

SCOUT
Spokane County

Map Type

791

SPOKANE

CONTACT INFO

OWNER INFORMATION

| Owner/Name | Address 1 | Address 2 | City | State | Zip | Country | Address Change |
|---------------|---------------------|-----------|---------|-------|-------|---------|-----------------------------|
| JONES, RICKEY | 5523 E COMMERCE AVE | | SPOKANE | WA | 99212 | | Change Form |

CONTACT INFO

TAXPAYER INFORMATION

| Taxpayer/Name | Address 1 | Address 2 | City | State | Zip | Country | Name/Address Change |
|---------------|---------------------|-----------|---------|-------|-------|---------|-----------------------------|
| JONES, RICKEY | 5523 E COMMERCE AVE | | SPOKANE | WA | 99212 | | Change Form |

CONTACT INFO

SITE ADDRESS INFORMATION

| Parcel Type | Site Address | City | Land Size | Size Description | Description | Tax Year | Tax Code Area | Status |
|-------------|---------------------|---------|-----------|------------------|---------------------|----------|---------------|--------|
| Real | 5523 E COMMERCE AVE | SPOKANE | 5,000.00 | Square Feet | 12 Two-to-Four Unit | 2016 | 0040 | Active |

Assessor Description

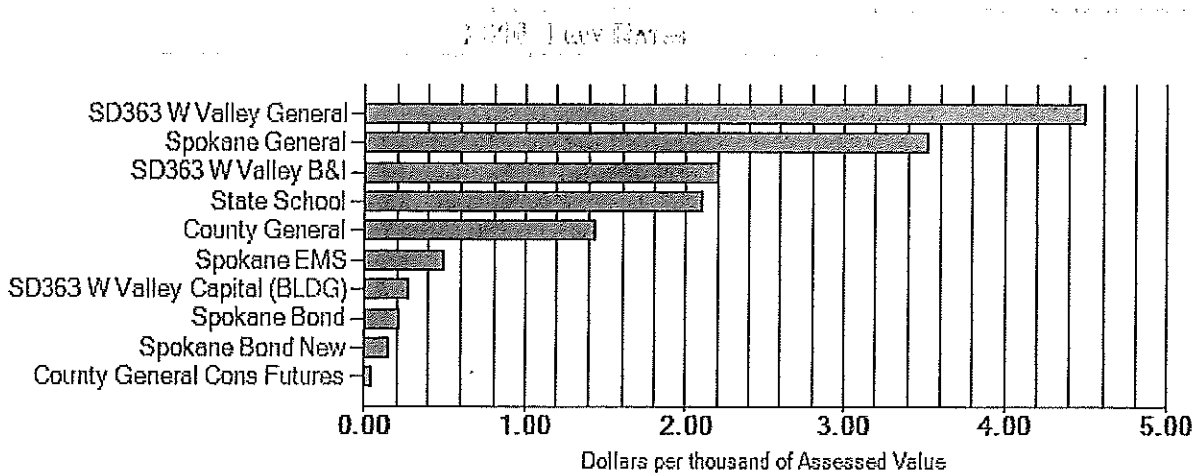
PARKWATER L11 B62

| Parcel Class | Appraiser | Contact Your Appraiser | Neighborhood Code | Neighborhood Name | Neighborhood Desc | Appraiser Name | Appraiser Phone |
|---------------------|-----------|--|-------------------|-------------------|-------------------|----------------|-----------------|
| 12 Two-to-Four Unit | 110 | Click here to send a question to the appraiser | 113500 | PKWTR | CITY-PARKWATER | Samantha | 477-5928 |

Assessed Value

| Tax Year | Land | Dwelling / Structure | Current Use Land | Taxable | Personal Prop | Total Value |
|----------|--------|----------------------|------------------|---------|---------------|-------------|
| 2016 | 15,000 | 131,900 | 0 | 146,900 | 0 | 146,900 |
| 2015 | 15,000 | 133,600 | 0 | 148,600 | 0 | 148,600 |
| 2014 | 15,000 | 105,100 | 0 | 120,100 | 0 | 120,100 |
| 2013 | 15,000 | 67,900 | 0 | 82,900 | 0 | 82,900 |
| 2012 | 15,000 | 69,400 | 0 | 84,400 | 0 | 84,400 |
| 2011 | 15,000 | 76,800 | 0 | 91,800 | 0 | 91,800 |

| Levy Item | 2016 | 2015 | Levy Type | Rate |
|-------------------------------|----------------|----------------|-----------|------|
| County General | <u>1.4585</u> | <u>1.4260</u> | Non-Voted | 0040 |
| County General Cons Futures | <u>0.0467</u> | <u>0.0453</u> | Non-Voted | 0040 |
| Spokane EMS | <u>0.5000</u> | <u>0.4922</u> | Non-Voted | 0040 |
| Spokane General | <u>3.6000</u> | <u>3.5243</u> | Non-Voted | 0040 |
| State School | <u>2.2640</u> | <u>2.0997</u> | Non-Voted | 0040 |
| SD363 W Valley B&I | <u>2.3055</u> | <u>2.2027</u> | Voted | 0040 |
| SD363 W Valley Capital (BLDG) | <u>0.2919</u> | <u>0.2788</u> | Voted | 0040 |
| SD363 W Valley General | <u>4.5188</u> | <u>4.4884</u> | Voted | 0040 |
| Spokane Bond | <u>0.2397</u> | <u>0.2220</u> | Voted | 0040 |
| Spokane Bond New | <u>0.1104</u> | <u>0.1480</u> | Voted | 0040 |
| Totals: | 15.3353 | 14.9273 | | |



CONTACT INFO

Is there an error in the data? [Click here](#) to tell your appraisers.

[Click here](#) to view the sketch.

Summary

| Dwelling/ Structure | Yr Blt | Yr Remod | Size | Type | House Type | Roof Material | Heat | Cool | Bedrms | Half Bath | Full Bath |
|--------------------------------|-----------|-------------|------------------------------------|------|---------------------------|------------------|------------------------|------|--------|--------------|--------------|
| Residential Detached Garage | 1930 | 0 | | 216 | SF | | | | | 0 | 0 |
| Dwelling | 1918 | 2012 | See Residential Sq Ft Breakdown | | 57 1+ Story 1500- 1799 | Comp sh heavy | Forced hot air- gas | None | 5 | 0 | 3 |

| Residential Sq Ft Breakdown | Sq Ft | Extension |
|-----------------------------|--------------|-----------|
| Basement | 843 | R01 |
| 1st Floor | 843 | R01 |
| 1.5 | 400 | R01 |
| Total Sq Ft | 2,086 | |

| Features / Structure | Main Floor Size | Size Type |
|-------------------------------------|-----------------|-----------|
| DWELL - Basic allowance | | 1 |
| DWELL - Upper Roof Extension Canopy | | 182SF |
| DWELL - Wood Deck | | 182SF |

| Land Number | Soil Id | Acreeage | Sq Ft | Frontage | Depth | Lot(s) |
|-------------|---------|----------|-------|----------|-------|--------|
| 1 | R2SL | 0.11 | 5,000 | 50 | 100 | 1 |

Contact Info

SAL E INFORMATION

| Sale Date | Sale Price | Sale Instrument | Excise Number |
|------------|------------|-------------------------|---------------|
| 08/29/2013 | 157,500.00 | Statutory Warranty Deed | 201311844 |
| 08/07/2012 | 49,000.00 | Bargain and Sale Deed | 201208204 |
| 05/22/2012 | 85,261.00 | Trustee Deed | 201205107 |
| 10/11/2004 | 69,500.00 | Statutory Warranty Deed | 200418962 |

[Click here to view past sales prior to 1999.](#)

Contact Info

PROPERTY TAXES

Taxes are due April 30th and October 31st

[Click here to go to the Spokane County Treasurer's website.](#)

[Parcel has no active exemptions.](#)

[Click here to make an online payment.](#)

| Tax Year | Charge Type | Annual Charges | Remaining Charges Owling |
|--------------|-----------------------------------|-----------------|--------------------------|
| 2016 | AV Property Tax | 2,192.83 | 2,192.83 |
| 2016 | Soil Conservation Principal CNSV1 | 5.01 | 5.01 |
| 2016 | Weed Control Principal WCWEED1 | 1.80 | 1.80 |
| Sum | | 2,199.64 | 2,199.64 |
| 2015 | AV Property Tax | 2,278.83 | 0.00 |
| 2015 | Soil Conservation Principal CNSV1 | 5.01 | 0.00 |
| 2015 | Weed Control Principal WCWEED1 | 1.80 | 0.00 |
| Sum | | 2,285.64 | 0.00 |
| 2014 | AV Property Tax | 1,839.62 | 0.00 |
| 2014 | Soil Conservation Principal CNSV3 | 5.00 | 0.00 |
| Sum | | 1,844.62 | 0.00 |
| 2013 | AV Property Tax | 1,252.13 | 0.00 |
| 2013 | Soil Conservation Principal CNSV3 | 5.00 | 0.00 |
| Sum | | 1,257.13 | 0.00 |
| Total | | | 2,199.64 |

[Click here to make an online payment.](#)

CONTINUED INFO

TAX RECEIPTS

| Tax Year | Receipt # | Receipt Date | Receipt Amount |
|----------|-----------|--------------|----------------|
| 2015 | 6558942 | 10/23/2015 | 1,142.82 |
| 2015 | 6378620 | 04/21/2015 | 1,142.82 |
| 2014 | 6206275 | 10/28/2014 | 922.31 |
| 2014 | 6021460 | 04/17/2014 | 922.31 |
| 2013 | 5796835 | 09/09/2013 | 628.57 |
| 2013 | 5786211 | 05/10/2013 | 628.56 |

Spokane County Assessor's Office

1116 West Broadway Avenue
 County Courthouse, 1st Floor
 Spokane, WA 99260

| |
|--|
| Assessor's Information |
| Owner, Site Address, Appraisal, Levy, Characteristics, Sales |

Hours Monday - Thursday 8:30am - 4:00pm
 Friday 8:30am - 1:00pm
 (excluding holidays)

Phone (509) 477-3698
Fax (509) 477-3697
E-Mail [Contact the Assessor](#)

Spokane County Treasurer's Office

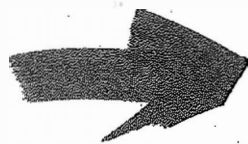
1116 West Broadway Avenue
 County Courthouse, 2nd Floor
 Spokane, WA 99260

| |
|---|
| Treasurer's Information |
| Taxpayer, Property Taxes, Receipts, Sales |

Hours Monday - Thursday 8:30am - 4:00pm
 Friday 8:30am - 1:00pm
 (excluding holidays)

Phone (509) 477-4713
Fax (509) 477-3674
E-Mail [Contact the Treasurer](#)

What Makes a Great Leader?



Start with these 22
qualities—and the wise
words of leaders who
strive to embody them.

By Adam Bornstein and Jordan Bornstein

#1 FOCUS

"It's been said that leadership is making important but unpopular decisions. That's certainly a partial truth, but I think it underscores the importance of focus. To be a good leader, you cannot major in minor things, and you must be less distracted than your competition. To get the few critical things done, you must develop incredible selective ignorance. Otherwise, the trivial will drown you."

—**Tim Ferriss**, bestselling author, host of *The Tim Ferriss Show*

INSPIRATION

#5 "PEOPLE ALWAYS SAY I'M A SELF-MADE MAN. BUT THERE IS NO SUCH THING. LEADERS AREN'T SELF-MADE; **THEY ARE DRIVEN.** I ARRIVED IN AMERICA WITH NO MONEY OR ANY BELONGINGS BESIDES MY GYM BAG, BUT I CAN'T SAY I CAME WITH NOTHING: OTHERS GAVE ME GREAT INSPIRATION AND FANTASTIC ADVICE, AND I WAS FUELED BY MY BELIEFS AND AN INTERNAL DRIVE AND PASSION. THAT'S WHY I'M ALWAYS WILLING TO OFFER MOTIVATION—TO FRIENDS OR STRANGERS ON REDDIT. I KNOW THE POWER OF INSPIRATION, AND IF SOMEONE CAN STAND ON MY SHOULDERS TO ACHIEVE GREATNESS, I'M MORE THAN WILLING TO HELP THEM UP."

Arnold Schwarzenegger,
former governor of California

#2 CONFIDENCE

"A leader instills confidence and 'followership' by having a clear vision, showing empathy and being a strong coach. As a female leader, to be recognized I feel I have to show up with swagger and

assertiveness, yet always try to maintain my Southern upbringing, which underscores kindness and generosity. The two work well together in gaining respect."

—**Barri Rafferty**,
CEO, Ketchum
North America

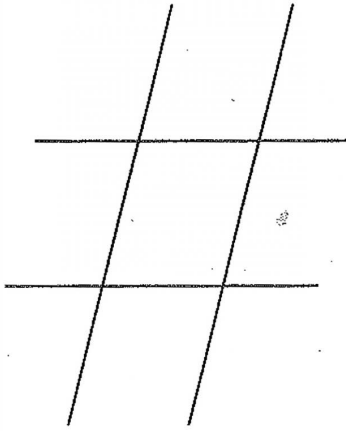
#3 Transparency "I've never bought into the concept of 'wearing the mask.' As a leader, the only way I know how to engender trust and buy-in from my team and with my colleagues is to be 100 percent authentically me—open, sometimes flawed, but always passionate about our work. It has allowed me the freedom to be fully present and consistent. They know what they're getting at all times. No surprises."

—**Keri Potts**, senior director of public relations, ESPN

#4 Integrity

"Our employees are a direct reflection of the values we embody as leaders. If we're playing from a reactive and obsolete playbook of needing to be right instead of doing what's right, then we limit the full potential of our business and lose quality talent. If you focus on becoming authentic in all your interactions, that will rub off on your business and your culture, and the rest takes care of itself."

—**Gunnar Lovelace**, co-CEO and cofounder, Thrive Market



6

Passion

"YOU MUST LOVE WHAT YOU DO. IN ORDER TO BE TRULY SUCCESSFUL AT SOMETHING, YOU MUST **OBSESS OVER IT** AND LET IT CONSUME YOU. NO MATTER HOW SUCCESSFUL YOUR BUSINESS MIGHT BECOME, YOU ARE NEVER SATISFIED AND CONSTANTLY PUSH TO DO SOMETHING BIGGER, BETTER AND GREATER. YOU **LEAD BY EXAMPLE** NOT BECAUSE YOU FEEL LIKE IT'S WHAT YOU SHOULD DO, BUT BECAUSE IT IS YOUR WAY OF LIFE." —Joe Perez, cofounder, Tastemade

#7

INNOVATION

"In any system with finite resources and infinite expansion of population—like your business, or like all of humanity—innovation is essential for not only success but also survival. The innovators are our leaders. You cannot separate the two. Whether it is by thought, technology or organization, innovation is our only hope to solve our challenges."

—Aubrey Marcus, founder, Onnit

#8

PATIENCE

"Patience is really courage that's meant to test your commitment to your cause. The path to great things is always tough, but the **best leaders** understand when to abandon the cause and when to stay the course. If your vision is **bold enough**, there will be hundreds of reasons why it 'can't be done' and plenty of doubters. A lot of things have to come together—external markets, competition, financing, consumer demand and always a little luck—to pull off something big." —Dan Brian, COO, WhipClip

#9

Stoicism

"It's inevitable. We're going to find ourselves in some real shit situations, whether they're costly mistakes, unexpected failures or unscrupulous enemies. Stoicism is, at its core, accepting and anticipating this in advance, so that you don't freak out, react emotionally and aggravate things further. Train our minds, consider the worst-case scenarios and regulate our unhelpful instinctual responses—that's how we make sure shit situations don't turn into fatal resolutions."

—Ryan Holiday, author of *The Obstacle is the Way* and former director of marketing, American Apparel

#10 Wonkiness

"UNDERSTANDING THE UNDERLYING NUMBERS IS THE BEST THING I'VE DONE FOR MY BUSINESS. AS WE HAVE A SUBSCRIPTION-BASED SERVICE, THE BIGGEST IMPACT ON OUR BOTTOM LINE WAS TO DECREASE OUR CHURN RATE. BEING ABLE TO NUDGE THAT NUMBER FROM 6 PERCENT TO 4 PERCENT MEANT A 50 PERCENT INCREASE IN THE AVERAGE CUSTOMER'S LIFETIME VALUE. WE WOULD NOT HAVE KNOWN TO FOCUS ON THIS METRIC WITHOUT BEING ABLE TO ACCURATELY ANALYZE OUR DATA."

—Sol Orwell, cofounder, *Examine.com*



Authenticity



"It's true that imitation is one of the greatest forms of flattery, but not when it comes to leadership—and every great leader in my life, from Mike Tomlin to Olympic ski coach Scott Rawles, led from a place of authenticity. Learn from others, read autobiographies of your favorite leaders, pick up skills along the way... but never lose your authentic voice, opinions and, ultimately, how you make decisions." —Jeremy Bloom, cofounder and CEO, Integrate

Open- #12 mindedness

“ONE OF THE BIGGEST MYTHS IS THAT GOOD BUSINESS LEADERS ARE GREAT VISIONARIES WITH DOGGED DETERMINATION TO STICK TO THEIR GOALS NO MATTER WHAT. IT’S NONSENSE. THE TRUTH IS, LEADERS NEED TO KEEP AN OPEN MIND WHILE BEING FLEXIBLE, AND ADJUST IF NECESSARY. WHEN IN THE STARTUP PHASE OF A COMPANY, PLANNING IS HIGHLY OVERRATED AND GOALS ARE NOT STATIC. YOUR COMMITMENT SHOULD BE TO INVEST, DEVELOP AND MAINTAIN GREAT RELATIONSHIPS.”

—Daymond John, CEO, Shark Branding and FUBU

#14

Personableness

“We all provide something unique to this world, and we can all smell when someone isn’t being real. The more you focus on **genuine connections** with people, and look for ways to help them—rather than just focus on what they can do for you—the more likable and personable you become. This isn’t required to be a great leader, but it is to be a respected leader, which can make all the difference in your business.”

—LEWIS HOWES, NEW YORK TIMES BESTSELLING AUTHOR OF *THE SCHOOL OF GREATNESS*

#13

Decisiveness

“In high school and college, to pick up extra cash I would often referee recreational basketball games. The mentor who taught me how to officiate gave his refs one important piece of advice that translates well into the professional world: ‘Make the call fast, make the call loud and don’t look back.’ In marginal situations, a decisively made wrong call will often lead to better long-term results and a stronger team than a wishy-washy decision that turns out to be right.”

—Scott Hoffman, owner, Folio Literary Management

#15

EMPOWERMENT

"Many of my leadership philosophies were learned as an athlete. My most successful teams didn't always have the most talent but did have teammates with the right combination of skills, strengths and a common trust in each other. To build an 'overachieving' team, you need to delegate responsibility and authority. Giving away responsibilities isn't always easy. It can actually be harder to do than completing the task yourself, but with the right project selection and support, delegating can pay off in dividends. It is how you truly find people's capabilities and get the most out of them."

—**Shannon Pappas**, senior vice president, Beachbody LIVE

#16

Positivity

"In order to achieve greatness, you must create a culture of optimism. There will be many ups and downs, but the prevalence of positivity will keep the company going. But be warned: This requires fearlessness. You have to truly believe in making the impossible possible."

—**Jason Harris**, CEO, Mekanism

#17

GENEROSITY "My main goal has always been to offer the best of myself. We all grow—as a collective whole—when I'm able to build up others and help them grow as individuals."

—**Christopher Perilli**, CEO, Pixel Mobb

#18 Persistence

"A GREAT LEADER ONCE TOLD ME, 'PERSISTENCE BEATS RESISTANCE.' AND AFTER WORKING AT FACEBOOK, INTEL AND MICROSOFT AND STARTING MY OWN COMPANY, I'VE LEARNED TWO MAJOR LESSONS: ALL GREAT THINGS TAKE TIME, AND YOU MUST PERSIST NO MATTER WHAT. THAT'S WHAT IT TAKES TO BE A LEADER: WILLINGNESS TO GO BEYOND WHERE OTHERS WILL STOP."

—**NOAH KAGAN**, CHIEF SUMO, APPSUMO

#19 Insightfulness

"It takes insight every day to be able to separate that which is really important from all the incoming fire. It's like wisdom—it can be improved with time, if you're paying attention, but it has to exist in your character. It's inherent. When your insight is right, you look like a genius. And when your insight is wrong, you look like an idiot." —Raj Bhakta, founder, WhistlePig Whiskey

COMMUNICATION

#20 "If people aren't aware of your expectations, and they fall short, it's really your fault for not expressing it to them. The people I work with are in constant communication, probably to a fault. But communication is a balancing act. You might have a specific want or need, but it's superimportant to treat work as a collaboration. We always want people to tell us their thoughts and ideas—that's why we have all these very talented people working with us."

—Klím Kurlanchik Russen, partner, TAO Group

#21 Accountability

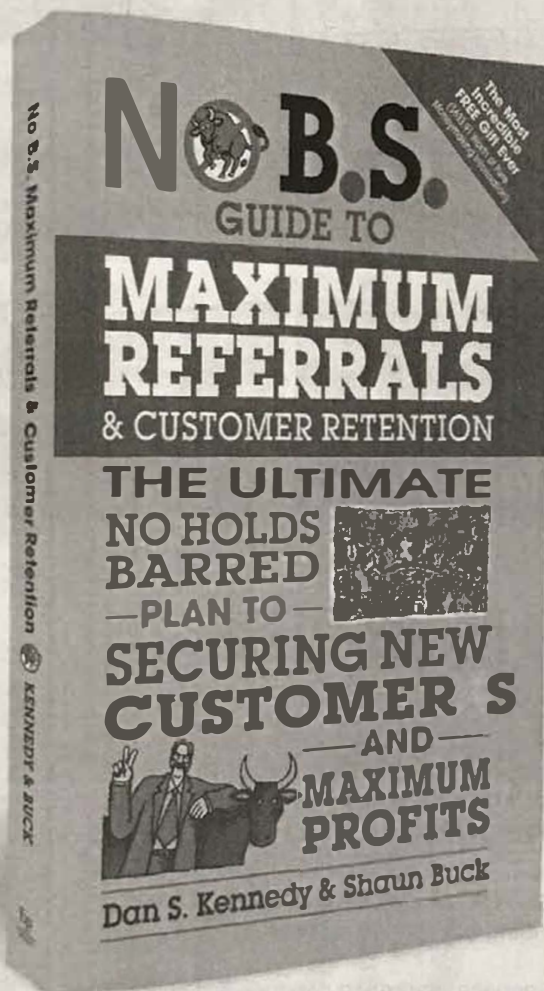
“It’s a lot easier to assign blame than to hold yourself accountable. But if you want to know how to do it right, learn from financial expert Larry Robbins. He wrote a genuinely humble letter to his investors about his bad judgment that caused their investments to falter. He then opened up a new fund without management and performance fees—unheard of in the hedge fund world. This is character. This is accountability. It’s not only taking responsibility; it’s taking the next step to make it right.” —**Sandra Carreon-John**, senior vice president, M&C Saatchi Sport & Entertainment

No.
22

Restlessness

“It takes real leadership to find the strengths within each person on your team and then be willing to look outside to plug the gaps. It’s best to believe that your team alone does not have all the answers—because if you believe that, it usually means you’re not asking all the right questions.” —**Nick Woolery**, global director of marketing, Stance Socks

FACT: NOTHING IS COSTLIER THAN GETTING A NEW CUSTOMER.



Yet most business owners will invest more money to find new customers than getting referrals from current, happy customers.

Millionaire maker Dan S. Kennedy and customer retention expert Shaun Buck present a systematic approach to help you keep, cultivate, and multiply customers so that your business grows through retention and referrals.

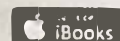
STOP CHASING CUSTOMERS

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#MaximumReferrals entm.ag/NoBSMaximumReferrals

