COMMERCIAL INVESTOR

Readiness & Preparation Worksheet

01 INVESTMENT OBJECTIVES

- [ ] Income / cash flow
- [ ] Appreciation
- [ ] Owner occupancy / other

Target property type / asset class

Preferred market / location

Target holding period / exit plan

Desired annual return / priorities

What would make this investment successful?

02 EQUITY, FINANCING & RESERVES

Estimated equity available ($)

Target acquisition price range ($)

Estimated closing + due diligence funds ($)

Post-closing liquidity / reserves ($)

- [ ] Financing options and lender criteria reviewed
- [ ] Debt service and rate risk considered
- [ ] Capital improvement budget considered
- [ ] Potential lender equity / guaranty needs reviewed

03 EXPERIENCE & OPERATING CAPACITY

- [ ] Understand property-type operating risks
- [ ] Have management / leasing resources
- [ ] Know lease structure and tenant exposure
- [ ] Can coordinate professional due diligence

Biggest knowledge, capital, or execution gap

04 READINESS REFLECTION

- [ ] Ready for preliminary screening
- [ ] Need financing / equity clarity
- [ ] Need market / operating research
- [ ] Need specialist / partner guidance

My most important next step

Educational screening only | Not investment, legal, tax, or financing advice or approval.
Do not enter account numbers, SSNs, or other sensitive personal information.

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Property Quick Evaluation Worksheet

Property address / listing reference

Asset type / units / SF

05 PROPERTY, TENANTS & MARKET

- ☐ Demand / competing supply reviewed
- ☐ Tenant mix / credit / concentration reviewed
- ☐ Zoning, permitted use and access reviewed
- ☐ Physical condition / major systems reviewed
- ☐ Lease terms, rollover and vacancies reviewed
- ☐ Deferred maintenance / capex considered

06 FIRST-PASS INCOME & VALUATION

Asking / estimated purchase price ($)

Annual potential gross income ($)

Annual vacancy / credit loss ($)

Annual other income ($)

Annual operating expenses ($)

Estimated annual NOI ($)

Estimated cap rate (%)

Estimated annual debt service ($)

NOI = gross income + other income - vacancy - operating expenses.
Cap rate = NOI / purchase price. DSCR = NOI / annual debt service (if financed).
NOI excludes financing costs, income taxes and generally capital expenditures.

07 RISKS, DUE DILIGENCE & EXIT

- ☐ Rent roll and leases require verification
- ☐ Environmental / title / survey items reviewed
- ☐ Exit liquidity / resale demand considered
- ☐ Historical operating statements required
- ☐ Taxes, insurance and capex stress-tested
- ☐ Professional review and lender terms needed

08 PRELIMINARY DECISION

- ☐ Continue due diligence
- ☐ Revisit assumptions
- ☐ Pass / defer

Most important question to discuss with an advisor

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