

REIA Report: Proforma Order Packet

You are about to order or have already ordered one of the most accurate and comprehensive financial performance reports for an income producing property in the country. This easy to use fill-in-form has been designed to assure the accuracy and comprehensiveness of the information required to run the analysis and to deliver the report in the most timely manner. For additional help in making decisions before ordering, contact Max Wilson direct at 724-368-3650.

STEP 1: Check the box for the appropriate number of units to be analyzed. Select additional options. Boxes selected should correspond exactly to the options selected when ordering and paying for the report via the on-line shopping cart.

Name of Report	1-4 Units	5-10 Units	11-20 Units	Over 20 Units	Add Investor Profile	Add Executive Summary Report	Add Negotiation Report	Add Report Review with Max Wilson	Total Cost
REIA Report: Investor	<input type="checkbox"/> \$200	<input type="checkbox"/> \$300	<input type="checkbox"/> \$400	Call for pricing	<input type="checkbox"/> \$100	<input type="checkbox"/> \$50	<input type="checkbox"/> \$50	<input type="checkbox"/> \$150/hr	\$

STEP 2: Fill out the contact information below.

STEP 3: Read and sign the **Limitations of a REIA Report** document. Must be signed and dated.

STEP 4: Complete the **REIA Report Proforma Input Data Sheet** as accurately and comprehensively as possible.

STEP 5: Complete the **REIA Report Investor Profile** (purchase when report will be presented or emailed to lender)

STEP 6: Submit the data by: 1) Calling in the data to Max Wilson at 724-368-3650; 2) Faxing all completed forms back to Max Wilson at 724-368-3651; or 3) Scan and email the completed documents back to Max Wilson at

MaxWilson@MaxBusinessGroup.com. The report will be completed and sent within 24 hours of receipt of all forms.

Contact Information

Please Print Your Name: _____

Full Mailing Address: _____

Email address: _____

Phone Numbers: Home: _____ / Cell: _____

Please Sign & Date: _____ / _____ / 200__

Limitations of a REIA Report®

A **REIA Report®** is a financial analysis of a selected property's financial performance based on reported historical, actual, and/or projected performance. All versions of a **REIA Report®** contain certain limitations due to the methods used to collect and analyze the financial information on which the analysis was based. Each limitation can and will have a direct bottom line effect on the current and future performance of the investment made.

A **REIA Report®** **IS NOT**: AN APPRAISAL; IT **IS NOT** AN OPINION; IT **IS NOT** A VALUATION OF THE PROPERTY OR PROPERTIES; IT IS A COLLECTION OF FINANCIAL PERFORMANCE DATA BASED ON INFORMATION PROVIDED FROM OUTSIDE SOURCES, AND MAY USE CONSERVATIVE ASSUMPTIONS AND INDUSTRY STANDARDS. NO INTERPRETATION OF THE CALCULATIONS IS PROVIDED. THE INFORMATION AND DATA PRESENTED IN THIS ANALYSIS ARE BELIEVED TO BE ACCURATE BUT ARE NOT GUARANTEED OR WARRANTED.

"THIS ANALYSIS **HAS NOT** BEEN PERFORMED IN ACCORDANCE WITH THE UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE WHICH REQUIRE VALUERS TO ACT AS UNBIASED, DISINTERESTED THIRD PARTIES WITH IMPARTIALITY, OBJECTIVITY AND INDEPENDENCE AND WITHOUT ACCOMMODATION OF PERSONAL INTEREST. IT IS NOT TO BE CONSTRUED AS AN APPRAISAL AND MAY NOT BE USED AS SUCH FOR

The limitations of a **REIA Report®** may be, but not limited to:

- 1. COLLECTION OF DATA:** All analysis has been conducted based on the information provided by the owner of the property, their contractual representative, or by the buyer of this report. **REIAlliance**, owner of all **REIA Reports®**, assumes no responsibility as to the accuracy of that information and therefore the outcomes of any analysis.
- 2. ASSUMPTIONS USED IN ANALYSIS:** At times, certain assumptions and estimates to run preliminary of analysis- as these reports provide, have been made. Every attempt has been made to use accurate, "common," and "conservative" values and industry standards and to obtain acceptance for those values (when available) with the buyer of the report, before purchase.
- 3. USE OF REPORTS:** All versions of a **REIA Report®** are **intended to PROVIDE INSIGHTS** that help the consumer of the report make decisions on whether or not continue on the pathway for **FURTHER INVESTIGATION BEFORE PURCHASE**. The reports are NOT intended to be used as the sole basis for selection or purchase as the incomplete information and assumptions used MAY NOT PROVIDE ACCURATE ANALYSIS at the level needed to make decisions.

The information contained in this report shall not be considered as a substitution for legal, accounting or other professional advise. It is advised that the buyer of the report seek proper real estate, legal, and tax advice as appropriate before making any purchases of real estate.

PLEASE MAKE SURE YOUR ORDER IS CORRECT AND THE DATA THAT YOU PROVIDE IS AS ACCURATE AND COMPREHENSIVE AS POSSIBLE. REIALLIANCE® AND ALL OF ITS DISTRIBUTORS ENFORCE A STRICT

NO REFUNDS Policy

FOR ALL REAI REPORTS.

REIA Report[®] : Proforma Input Data Sheet

Investor's Information

Borrower/Co-Borrower/s	Phone:	Estimated Credit Score	Cell:	Email:

Listing Company Information

Representing Firm Name	Agent Name	Company Phone #	Multi-List #

Property Location

Street:	City:	State	Zip	County

Property Information

Zoning	Number of Units	Total Assessed Value	Assessed Land Value	Assessed Building Value

Zoning* = Single Family, Multi-Family, Mixed Use (commercial/residential), or Commercial

Commercial Property: Additional Information

Description	Number of Units	Rentable Square Feet	Total Personal Property Value

Income

Purchase price	Gross Annual Income	Vacancy (default to 10%)	Additional Income not effected by vacancy

Expenses

Insurance	\$
Electricity	\$
Gas	\$
Sewer and Water	\$
Refuse	\$
Total Utility Expenses (over past year)	\$
Lawn Care / Snow Removal	\$
Landscaping	\$
Maintenance	\$
Advertising	\$
Telephone	\$
Accounting and Legal	\$
License & Permits	\$
Payroll- Residential Management	\$
Taxes / Workman's Compensation	\$
Labor	\$
Supplies	\$
Total Other Expenses:	\$
Local Taxes	\$
County Taxes	\$
School Taxes	\$
Total Real Estate Taxes	\$

Potential Rental Income at Market Value

Unit 1	\$
Unit 2	\$
Unit 2	\$
Unit 4	\$
Unit 5	\$
Unit 6	\$
Unit 7	\$
Unit 8	\$
Unit 9	\$
Unit 10	\$
Unit 11	\$
Unit 12	\$
Unit 13	\$
Unit 14	\$
Unit 15	\$
Unit 16	\$
Unit 17	\$
Unit 18	\$
Unit 19	\$
Unit 20	\$
Laundry Income	\$
Misc. Parking Income	\$

Lending Assumptions to be made in the analysis

Percent Down	%	\$
First position loan (percentage)	%	\$
Interest rate on first position loan		%
Amortization term on first loan		
Second position loan at	%	\$
Interest rate on second position loan		%
Amortization term on second loan		
Total Mortgages (First and Second)		\$
Loan Points (total)	%	\$
Required Debt Coverage Service Ratio		1.20
Personal Mortgage Insurance on	%	\$
Estimated cost to close		\$
Seller's Assist / Total Out of Pocket Funds	\$	\$
Estimated Settlement Date		
Estimated Sellers Assist Allowance	%	\$

Additional Assumptions to be made in the analysis

Federal Tax Rate (10%, 15%, 25%, 28%, 33%, 35%)	%
State Tax Rate for	%
Property Management Allowance	%
Maintenance Reserves (% of GAI)	%
Appreciation rate	%
Net Operating Income Increase / Yr	%
Cap Rate return required by buyer	%
Sales Cost Basis (cost to sell property)	%
Confidence (1=minimal data to 5= complete data)	
Percent of total income from residential leases	%
Depreciation Life in Years	
Credit score minimum	
Property Warranty (1= Buyer pays / 2= Seller pays)	
Property Warranty Cost	\$

REIA Report[®] : Investor Profile

Borrower Information

Name: <input type="text"/>	Current Employer: <input type="text"/>	Gross Income 2008: \$ <input type="text"/>
Address: <input type="text"/>	Position: <input type="text"/>	Gross Income 2007: \$ <input type="text"/>
City: <input type="text"/>	Time on Job in Years: <input type="text"/>	Gross Income 2006: \$ <input type="text"/>
State: <input type="text"/>	Gross Monthly Income: \$ <input type="text"/>	Estimated Credit Score: <input type="text"/>
Zip: <input type="text"/>	Have you filed Bankruptcy (Y/N): <input type="text"/>	Debt to Income Ratio: <input type="text"/>
Phone #: <input type="text"/>	Current with ALL Payments Y/N: <input type="text"/>	Purchase Price of Property: \$ <input type="text"/>
Cell Phone #: <input type="text"/>	Housing Expenses (28%): <input type="text"/>	Property: Cash Flow Before Taxes: <input type="text"/>
Email: <input type="text"/>	Housing & Debt (36%): <input type="text"/>	Global Debt to Income Ratio: <input type="text"/>

Liquidable Assets

Cash on Hand:	\$ <input type="text"/>
CD/Money Market:	\$ <input type="text"/>
Cash Value Life Insurance:	\$ <input type="text"/>
Market Value US Securities:	\$ <input type="text"/>
Marketable Securities:	\$ <input type="text"/>
Stocks:	\$ <input type="text"/>
401K:	\$ <input type="text"/>
IRA:	\$ <input type="text"/>
Personal Property:	\$ <input type="text"/>
Profit Sharing/Pension:	\$ <input type="text"/>
Investment Real Estate:	\$ <input type="text"/>
Personal Residence:	\$ <input type="text"/>
TOTAL ASSETS:	\$ <input type="text"/>

Gross Income:

From	Yearly
Salary/Wages:	\$ <input type="text"/>
Military Pay:	\$ <input type="text"/>
Social Security:	\$ <input type="text"/>
Pension:	\$ <input type="text"/>
Rentals:	\$ <input type="text"/>
Business (draw):	\$ <input type="text"/>
Interest:	\$ <input type="text"/>
Dividends:	\$ <input type="text"/>
Medical Disability:	\$ <input type="text"/>
	\$ <input type="text"/>
	\$ <input type="text"/>
Total INCOME:	\$ <input type="text"/>

Recurring Debt:

Creditor	Balance	Monthly Payment
Home (PITI)*:	\$ <input type="text"/>	\$ <input type="text"/>
Other Properties (PITI)*:	\$ <input type="text"/>	\$ <input type="text"/>
Property Management:	\$ <input type="text"/>	\$ <input type="text"/>
Equity Loans:	\$ <input type="text"/>	\$ <input type="text"/>
Car Payments:	\$ <input type="text"/>	\$ <input type="text"/>
Credit Cards:	\$ <input type="text"/>	\$ <input type="text"/>
Alimony/Child Support:	\$ <input type="text"/>	\$ <input type="text"/>
Student Loans:	\$ <input type="text"/>	\$ <input type="text"/>
Medical / Dental:	\$ <input type="text"/>	\$ <input type="text"/>
Furniture / Appliance:	\$ <input type="text"/>	\$ <input type="text"/>
	\$ <input type="text"/>	\$ <input type="text"/>
TOTAL LIABILITY:	\$ <input type="text"/>	\$ <input type="text"/>

* PITI= Property Mortgage Principle + Interest + Taxes + Insurance

Number of Mortgages Held

Name of Holder	Number Held

Total Out of Pocket Needed=

#VALUE!	will come from
TOTAL FUNDS AVAILABLE:	

Which type of ownership will be used to purchase this property? Sole Ownership, Co-Ownership, or by Corporate Entity

Previous Experience Relating to this Project

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Steps to Increasing Profits

Reduce Operating Expenses

Increase Income

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Available Documents:

Personal

On Property

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Method of Property Management: Use of a Property Manager or Self Managed

I Authorize Lender to Pull My Credit AFTER Review of Verbal Pre-qualification (Y/N)

REIA Report[®] : Investor Profile

Borrower Information

Name: John Hill	Current Employer: Cosco	Gross Income 2007: \$51,000
Address: 160 Sharon Drive	Position: Sales Manger	Gross Income 2006: \$49,500
City: New Castle	Time on Job in Years: 6.6	Gross Income 2005: \$49,000
State: PA	Gross Monthly Income: \$3,000	Estimated Credit Score: 640
Zip: 16612	Have you filed Bankruptcy: No	Debt to Income Ratio: 43.67%
Phone #: 724-999-10000	Current with ALL Payments: Yes	Purchase Price of Property: \$115,000
Cell Phone #: 724-999-9999	Housing Expenses (28%): \$1,190	Global Debt to Income Ratio: 37.72%
Email: MHenry@gmail.com	Housing & Debt (36%): \$1,530	Global Debt Service Coverage Ratio: 2.65%

Liquidable Assets

Cash on Hand:	\$9,453
CD/Money Market:	\$0
Cash Value Life Insurance:	\$0
Market Value US Securities:	\$125,000
Marketable Securities:	\$100,000
Stocks:	\$43,721
401K:	\$0
IRA:	\$0
Personal Property:	\$20,000
Profit Sharing/Pension:	\$0
Investment Real Estate:	\$1,235,000
Personal Residence:	\$0
TOTAL ASSETS:	\$1,533,174

Gross Income:

From	Yearly
Salary/Wages:	\$36,000
Military Pay:	\$14,400
Social Security:	\$0
Pension:	\$0
Rentals:	\$0
Business (draw):	\$0
Interest:	\$600
Dividends:	\$0
Medical Disability:	\$0
	\$0
	\$0
Total INCOME:	\$51,000

Recurring Debt:

Creditor	Balance	Monthly Payment
Home (PITI*):	\$72,000	\$600
Other Properties (PITI*):	\$92,000	\$800
Property Management:	\$10,000	\$78
Equity Loans:	\$7,200	\$328
Car Payments:	\$945	\$50
Credit Cards:	\$0	\$0
Alimony/Child Support:	\$0	\$0
Student Loans:	\$0	\$0
Medical / Dental:	\$0	\$0
Furniture / Appliance:	\$0	\$0
	\$0	\$0
TOTAL LIABILITY:	\$182,145	\$1,856

* PITI= Property Mortgage Principle + Interest + Taxes + Insurance

Number of Mortgages Held

Name of Holder	Number Held
John Hill	5
HRJ LLC	10
Verona LLC	10

Total Out of Pocket Needed= \$34,422.50 will come from

Bank Account:	\$4,423
Equity Line from other investment property:	\$10,000
Cash-in of CD:	\$20,000
	\$0
TOTAL FUNDS AVAILABLE:	\$34,423

Which type of ownership will be used to purchase this property? Sole Ownership, Co-Ownership, or by Corporate Entity **Corporate Entity**

Previous Experience Relating to this Project

- Own other income producing property
- Manage my own properties
- Qualified Plumber
- Qualified Electrician
- Experienced painter
- Experienced carpenter
- Experienced landscaper
- Experienced at installing flooring

Steps to Increasing Profits

Reduce Operating Expenses

- Modify existing furnace system and add separate electric in room heaters
- Add two additional electrical entrances to separate utilities
- Inspect and maintain all plumbing (toilets, sinks) every 6 months

Increase Income

- Increase rents by 5% per year (written into all tenant contracts)
- Remodel additional unit and rent for \$400 month plus utilities
- Rent 4 stall garage at \$30 per month per stall

Available Documents:

Personal

- Last 3 years tax returns
- Bank Statements
- Verification of Bank Account holdings
-
-

On Property

- Deed
- Signed Leases
- Rent Rolls
- Tax Schedules- three years from Seller
- Demographic Data
- Traffic Flow Counts
- Survey
- Zoning and Use Codes

Method of Property Management: Use of a Property Manager or Self Managed **Self Managed**

I Authorize Lender to Pull My Credit AFTER Review of Verbal Pre-qualification **Yes**