

REIA Report Seller 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 Executive Summary Report	Add Strategic Report Review with Max Wilson	Total Cost
REIA Report: Seller	<input type="checkbox"/> \$200	<input type="checkbox"/> \$300	<input type="checkbox"/> \$400	Call for pricing	<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 Seller Input Data Sheet** as accurately and comprehensively as possible.

STEP 5: 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[®] : Seller's Input Data Sheet

Seller's Information

Owner/Co-Owner	Address	Phone	Email:

Listing Company Information

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

Property Location

Street:	City:	State	Zip	Zoning Code
		PA		

Property Information

Type*	Number of Units	Total Assessed Value	Assessed Land Value	Assessed Building Value

Type* = 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 5%)	Additional Income not effected by vacancy

Expenses

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

Seller's Estimated Closing Costs

Estimated Settlement Date	
Broker Fee	% \$
Sellers Assist	% \$
Property Repairs	\$
Property Warranty Paid by Seller	\$
Transfer Tax at	% \$
Settlement, Closing or Escrow Fee	\$
Preparation of Deed	\$
Municipal Certifications	\$
Tax Certifications	\$
Notary Fee	\$
Overnight/Express Mail Charges	\$
Domestic Lien Search	\$
"Patriot Act" Search	\$
Survey	\$
Dye Text (runoff water)	\$
Certificate of Resale (Condo/H.O. Association)	\$
On-lot Sewage System Pumping	\$
Selling Agents Commission Bonus	\$
Other	\$
Other	\$
Total Estimated Closing Costs	\$

Additional Information

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Mortgages Due

Estimated Due on First Mortgage	\$
Estimated Due on Second Mortgage	\$
Estimated Due on Equity Line of Credit	\$

NOTE: Information should be supported by last years Federal Schedule E.