

CASH FLOW ANALYSIS CHECKLIST

In order to expedite the timely completion of the Cash Flow Analysis, the following items should be compiled and sent by overnight mail to the address listed below as soon as possible.

1. Delinquency Report and/or Aged Receivable Report (as of the end of each of the last two fiscal years)
2. Bank Statements and Bank Reconciliations for each month of the last fiscal year
3. List of outstanding checks as of the end of the last fiscal year
4. Detailed Income & Expense (Operating) Statements (for each month of the last fiscal year and as of the end of the last two fiscal year ends [including year-to-date amounts])
5. Detailed General Ledger showing all transactions along with any Adjusting Entry Schedules (for the last two fiscal years)
6. Real Estate Tax Bills that support Real Estate Tax payments during the past fiscal year
7. Invoices for property & liability insurance premiums paid during the past fiscal year. If existing coverage is part of a "blanket" insurance policy please provide the methodology for the premium allocation.
8. Payroll Registers that include the detail of all relevant employer contributions (last two pay periods of the fiscal year)
9. Payroll Schedule listing all employees paid from property operations (Name, position, annual base pay, bonuses, benefits, etc.).
10. Outside Service Contracts (security, elevator maintenance, cleaning, trash removal, etc.)

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11. Property Management Agreement
12. Balance Sheets (as of the end of the fiscal year for the last two years)
13. Copy of any CPA and/or Internal audits, reports or statements (last fiscal year)
14. Access to original vendor invoice files (Note: Upon our review of the General Ledger as requested in 5. Above, we will identify a sample of transactions that will be tested in connection with the Cash Flow Analysis. Upon identification of the sample, please provide copies of invoices and supporting documentation for the identified transactions).
15. List of related entities performing services at the properties indicating the type of service and amounts paid
16. Schedule of all Capital Improvements made to the property during the past fiscal year
17. Summary of the property's historical Occupancy Rates (by month, for each month of the past fiscal year).