

Property and Owner Information (Self Storage Facility)

Name of Owner (first & last): _____

Name of Caller (if different than owner): _____

Phone Number: _____ Email Address: _____

Owner's Mailing Address: _____

Property's Physical Address: _____

Physical Features and Characteristics

1. How many buildings come with this facility and what is the approximate size (sq ft) of each building?
 - Verify the total improved square footage of the property, and note any space for interior hallways, common areas or non-monetizable space.
 - What condition are these units in? Is there any notable deferred maintenance or need for improvements?
 - Were these buildings developed in phases? If so, in what year was each building constructed and what is the square footage of each building?
 - Do you have any interior pictures of this property you can send me?
2. Are these drive-up units or interior-access?
 - If any of the units are interior-access, are they temperature controlled?
3. What is the total size of the parcel the building(s) sit(s) on? Is there any usable space for expansion?
 - Is any of this space being used for outdoor parking or RV/boat storage? If so, how much?
4. Is there a fence and/or gate surrounding the perimeter of the property? If so, what condition is that in?
5. Is there gated access? If so, what kind of gate is it (e.g. – Lift gate? Roll back gate? Swing style gate?) and does it work with a key pad or is it manually locked?
6. What kind of exterior finish is on these buildings? What kind of roofing material was used? What type of doors are on each unit (garage style, swing style, metal rollup or otherwise)?

7. Is the parking lot and driveway paved with asphalt? Dirt? Gravel? Stone? Something else?
8. Is there any kind of office on the property? Is there a room to sell boxes/locks? Is the office located inside or outside of the gated area?

Operational and Financial Information

9. What is the current monthly (or annual) income and expenses of the entire facility (i.e. – what is the monthly or annual net income)?
10. Do you have a website for this facility (are new tenants able to sign up and pay through this site)? If so, what system are you using for this?
11. When someone calls the number for your facility, who answers the phone? Do you answer it personally or do you have a call service handle this (if you pay for a service, which service)?
12. How many of these units are vacant and how many are occupied? Do you have formal leases in place (with deposits) from each tenant?
13. Can you provide the unit mix for this facility (sizes of each unit and the total number of each) along with the amount you're currently charging for each unit size?
14. Do you charge any additional move-in fee for each new tenant?
15. What are you currently doing to advertise these units?
16. Are you offering any discounts or promotions for each new tenant?
17. Is it possible to get a copy of the rent roll and your tax returns for the past 2 years (so we can verify the income this building has generated)? Do you have an income statement that itemizes your income and expense items?
18. Do you have to collect state sales taxes for these units? If so, what percentage is that?
19. How are you currently accepting rent payments? Are you accepting credit cards?
20. What property insurance carrier do you use, what's the annual premium and what is the deductible for your policy (hazard and liability insurance)?
21. Do you have any staff or property manager handling this property? What arrangement do you have with them (how much are they paid and what exactly do they do)?
22. Are there any other co-owners listed on the deed (spouse, family member, business partner)? Does anyone else need to be involved in making the decision to sell this property?

23. Who is your lender on this property?

- Is their note assumable?
- Is it a full or non-recourse loan?
- What's the interest rate?
- Does the lender require a reserve account?

24. What is your estimated market value of this property? Are you willing to accept a lower offer?

25. Would you be willing to finance any portion of this property's sale price? If so, what terms would you be willing to accept?

Other Comments: _____

Date: _____ County/State: _____ City/Township: _____ APN: _____

