Property Submission Preparation Guide

Complete Workflow for CapSeriesX Partners

Welcome to your complete submission preparation guide!

This guide provides a proven, step-by-step workflow for completing your property submission efficiently and accurately. Whether you're a Silver, Gold, or Platinum partner, following this structured approach will help you:

✓ Stay organized throughout the process
✓ Avoid common mistakes and omissions
✓ Complete your submission faster
✓ Maximize approval likelihood
✓ Create professional, investment-grade documentation

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1■■ OVERVIEW & TIMELINE ESTIMATES

Partnership Tier	Total Time	Hours/Week	Timeline	Total Cost
Silver Partner	40-60 hours	10-15	4-6 weeks	$500-$2,000
Gold Partner	80-120 hours	15-20	6-8 weeks	$5,000-$10,000
Platinum Partner	150-200 hours	20-25	8-10 weeks	$15,000-$35,000

2■■ PRE-SUBMISSION PREPARATION (Week 1-2)

Before starting your submission, complete these essential prep steps:

Step 1: Gather Your Tools (1 hour)
■ Download all toolkit materials from CapSeriesX partner portal
■ Install Excel (for financial calculator)
■ Set up organized folder structure on your computer
■ Print Document Checklist for reference

Step 2: Initial Property Assessment (2-3 hours)
■ Drive by the property and take preliminary photos
■ Note condition, neighborhood, accessibility
■ Research property basics on Zillow/Redfin
■ Verify property type matches your expertise
■ Confirm deal structure makes sense

Step 3: Create Project Plan (1-2 hours)
■ Review requirements for your partnership tier
■ Identify which documents you already have
■ Create timeline for obtaining missing documents
■ Schedule vendor appointments (inspections, etc.)
■ Block time on calendar for submission work

Step 4: Set Up Organization System (1 hour)
■ Create main folder: PropertyAddress_Submission
■ Create subfolders: Financial, Legal, Marketing, Photos, Reports
■ Set up tracking spreadsheet for data collection
■ Start document checklist

Recommended Folder Structure:
■ 123MainSt_Submission/
  ■ 1_Financial/
    • Financial_Calculator.xlsx
    • Operating_Statements.pdf

- Tax_Records.pdf

■ 2_Legal/
- Purchase_Agreement.pdf
- Title_Report.pdf

■ 3_Market_Research/
- Competitor_Analysis.xlsx
- Demographics.pdf

■ 4_Property_Photos/

■ 5_Reports/

■ 6_Marketing/

3■■ DATA COLLECTION PHASE (Week 2-4)

Follow this order for maximum efficiency:

Priority 1: Basic Property Data (Week 2, 4-6 hours)
1. Property address, legal description, parcel number
2. Number of units, square footage, year built
3. Current rent roll (if applicable)
4. Property tax information
5. Zoning classification
6. Utility providers and average costs

Priority 2: Financial Data (Week 2-3, 8-12 hours)
1. Purchase price and contract details
2. Historical operating statements (3 years)
3. Current mortgage/financing terms
4. Insurance quotes (get 3)
5. Management fee quotes (get 2-3)
6. Renovation/CapEx estimates

Priority 3: Market Research (Week 3, 10-15 hours)
1. Identify 5-10 comparable properties
2. Gather rent comps from multiple sources
3. Research market vacancy rates
4. Collect demographic data
5. Find employment/economic data
6. Document major employers

Priority 4: Legal/Due Diligence (Week 3-4, varies by tier)
Silver: Title report, zoning letter, basic permits
Gold: Add inspection report, all permits, compliance docs
Platinum: Add Phase I ESA, survey, complete legal package

Priority 5: Professional Services (Week 4+, Gold/Platinum)
1. Order property inspection (2-3 weeks lead time)
2. Commission Phase I ESA if needed (3-4 weeks)
3. Hire professional photographer
4. Engage market research firm (Platinum)
5. Consult with securities attorney (Platinum)

4■■ FINANCIAL ANALYSIS PHASE (Week 3-5)

Step-by-Step Financial Calculator Workflow:

Session 1: Property Basics Tab (30 minutes)
• Enter property information
• Fill in all physical details
• Review for accuracy

Session 2: Acquisition Analysis Tab (1 hour)
• Input purchase price
• Add closing costs (estimate 2-3%)
• Enter renovation budget
• Include all other costs
• Review total project cost

Session 3: Operating Pro Forma Tab (2-3 hours)
• Calculate gross rental income:
  - Use actual rents if property is occupied
  - Use market rents if vacant/repositioning
• Add other income sources
• Set realistic vacancy rate (5-10% typical)
• Enter ALL operating expenses:
  - Property taxes (from county)
  - Insurance (from quotes)
  - Management (5-10% of EGI)
  - Repairs & maintenance (budget 5-8% of EGI)
  - Utilities
  - Other operating costs
• Review calculated NOI - does it make sense?

Session 4: Financing Tab (1-2 hours)
• Enter loan terms from lender
• Input interest rate
• Set amortization period
• Review debt service coverage ratio (should be >1.25)
• Check cash-on-cash return (target 6-12%)

Session 5: Projections Tabs (3-5 hours)
Silver Partners: Complete 5-year projections
Gold/Platinum: Complete 10-year projections
• Set growth assumptions (conservative!)
  - Rent growth: 2-4% annually
  - Expense growth: 2.5-3.5% annually
• Review year-over-year trends
• Ensure NOI grows appropriately

Session 6: Quality Check (1 hour)

- Compare your metrics to industry standards
- Cap Rate: Verify against market comps
- Cash-on-Cash: Should be 6-12% for stabilized
- DSCR: Should be >1.25
- OpEx Ratio: Should be 30-50% depending on type
- If numbers seem off, revisit assumptions

5■■ DOCUMENT ASSEMBLY PHASE (Week 4-6)

Organize Documents by Category:

Category 1: Financial Documents
■ Completed financial calculator (Excel)
■ Operating statements (PDF)
■ Tax records (PDF)
■ Insurance quotes (PDF)
■ Utility bills (PDF)

Category 2: Legal Documents
■ Purchase agreement (PDF)
■ Title report (PDF)
■ Zoning letter (PDF)
■ Inspection reports (PDF) - Gold/Platinum
■ Environmental reports (PDF) - Platinum
■ All permits and certificates (PDF)

Category 3: Market Research
■ Competitive analysis (Excel + PDF)
■ Demographics report (PDF)
■ Economic data (PDF)
■ Market study (PDF) - Platinum

Category 4: Property Materials
■ Professional photos (JPG files)
■ Floor plans (PDF)
■ Property video (link or file)
■ Amenities documentation

Category 5: Investment Materials (Platinum)
■ Draft PPM (Word + PDF)
■ Executive summary (PDF)
■ Pitch deck (PowerPoint + PDF)
■ Subscription agreement (PDF)
■ Operating agreement (PDF)

File Naming Best Practices:
• Use: PropertyAddress_DocumentType_Date.pdf
• Example: 123MainSt_TitleReport_2024-12-08.pdf
• No spaces, use underscores or hyphens
• Include dates in YYYY-MM-DD format
• Keep names under 50 characters

6■■ QUALITY REVIEW & SUBMISSION (Week 6-8)

Pre-Submission Quality Checklist:

Financial Review
■ All yellow cells in calculator are filled in
■ No #REF or #DIV/0 errors in formulas
■ Metrics are within reasonable ranges
■ Growth assumptions are conservative
■ All numbers match source documents

Data Accuracy
■ Property address is correct everywhere
■ All contact information is current
■ Dates are in correct format
■ All percentages are entered correctly (5% not .05)
■ Dollar amounts include proper commas

Document Completeness
■ All required documents are uploaded
■ File names follow naming convention
■ PDFs are searchable (not scanned images)
■ All pages are included in multi-page docs
■ Photos are high quality and properly oriented

Form Completion
■ All required fields are filled in
■ Descriptions are clear and specific
■ Investment thesis is compelling
■ Risk mitigation strategies are detailed
■ Market analysis is thorough

Final Review Steps:
1. Save complete submission as backup
2. Review summary dashboard one final time
3. Have someone else review if possible
4. Check final confirmation box
5. Submit during business hours for fastest response

After Submission:
■ Save confirmation email/number
■ Note submission date in calendar
■ Set reminder to follow up in 48 hours
■ Keep all source files organized
■ Be ready to answer clarifying questions

7■■ COMMON MISTAKES TO AVOID

1. Unrealistic Financial Projections

Being too aggressive with rent growth or too low on expense estimates. Use conservative assumptions.

2. Incomplete Document Upload

Missing critical documents like title reports or inspection reports. Use the checklist!

3. Poor Quality Photos

Dark, blurry, or poorly framed property photos. Hire a professional or use good lighting.

4. Inadequate Market Research

Not gathering enough competitive data or using outdated information. Spend time on comps!

5. Mathematical Errors

Formulas not calculating correctly or manual entry errors. Always double-check calculations.

6. Missing Deadlines

Waiting too long to order inspections or legal documents. Start early!

7. Vague Descriptions

Generic property descriptions that don't highlight unique features. Be specific!

8. Ignoring Red Flags

Not addressing obvious risks or issues upfront. Transparency builds trust.

9. Rushing the Process

Trying to complete submission too quickly, leading to mistakes. Follow the timeline.

10. Not Asking for Help

Struggling alone when partner support is available. Reach out early!

8■■ TIME-SAVING TIPS & TRICKS

1. Use Templates and Tools
• Financial Calculator automates 80% of calculations
• Document Checklist prevents missing items
• Data Sources Guide shows exactly where to find info

2. Batch Similar Tasks
• Do all document requests in one session
• Make all phone calls to competitors at once
• Upload all documents together rather than one-by-one

3. Start With What You Have
• Fill in known information first
• Mark missing items and tackle later
• Don't wait for everything before starting

4. Leverage Free Resources
• 90% of required data is available free online
• Use census.gov for demographics
• Use BLS.gov for employment data
• Use county websites for tax/legal info

5. Order Long-Lead Items First
• Inspections: 2-3 weeks
• Environmental reports: 3-4 weeks
• Title work: 1-2 weeks
• Order these in Week 1!

6. Take Good Notes During Calls
• When calling competitors, use structured questions
• Record answers in spreadsheet immediately
• Get contact name and callback number

7. Use Voice-to-Text for Descriptions
• Many phones/computers have dictation
• Speak your property description, then edit
• Much faster than typing from scratch

8. Schedule Dedicated Work Blocks
• Don't try to work in 15-minute chunks
• Block 2-4 hour sessions for focused work
• Turn off notifications during work blocks

9. Get Help Early
• Don't waste days searching for obscure data
• Email partners@veepcapital.com with questions

• 10-minute call can save hours of searching

10. Save Work Frequently
• Use cloud storage (Dropbox, Google Drive)
• Save Excel files every 30 minutes
• Create backup copies of critical documents

■ PARTNER SUPPORT & RESOURCES

We're here to help you succeed!

Email Support:
partners@veepcapital.com
Response time: Within 24 hours

Phone Consultations:
Schedule 30-minute calls for complex questions
Book via partner portal or email request

Available Tools:
✓ Financial Calculator (Excel)
✓ Market Research Template (Excel)
✓ Document Checklist (PDF)
✓ Data Sources Guide (PDF)
✓ This Submission Guide (PDF)
✓ Property Data Form (PDF)
✓ Risk Assessment Template (Excel)

Common Questions We Can Help With:
- Where to find specific data points
- How to complete financial calculations
- Which documents are required for your tier
- Vendor recommendations for inspections
- Clarifying submission requirements
- Technical issues with forms

Remember: There are no stupid questions. We want you to submit a strong package, so please reach out if anything is unclear. Your success is our success!

Good luck with your submission!