

# CapSeriesX Document Checklist

## Property Submission Requirements by Partnership Tier

This comprehensive checklist outlines all documents and information required for your property submission based on your partnership tier. Use this guide to ensure you have everything prepared before beginning your submission form.

### ■ How to Use This Checklist

- Print this checklist and check off items as you gather them
- Organize documents in clearly labeled folders (physical or digital)
- Review the 'Where to Obtain' column for guidance on sourcing documents
- Focus only on documents required for YOUR partnership tier
- Contact [partners@veepcapital.com](mailto:partners@veepcapital.com) if you have questions about any requirement

### Legend:

Symbol	Meaning
✓	Required for this tier
■	Optional / Helpful
-	Not required for this tier

# ■ COMPLETE DOCUMENT CHECKLIST

## 1. PROPERTY INFORMATION & DATA

Document	Silver	Gold	Platinum	Where to Obtain
Property address and legal description	✓	✓	✓	Title report, tax records
Current rent roll (if applicable)	✓	✓	✓	Property owner/manager
Unit mix breakdown	✓	✓	✓	Property inspection, listing
Property photos (exterior/interior)	✓	✓	✓	Take during site visit
Floor plans or site plan	■	✓	✓	Property owner, architect
Amenities list	✓	✓	✓	Property listing, inspection
Property history/background	■	✓	✓	Owner, public records

## 2. FINANCIAL DOCUMENTS

Document	Silver	Gold	Platinum	Where to Obtain
Purchase and Sale Agreement	✓	✓	✓	Real estate agent/seller
Operating statements (3 years)	✓	✓	✓	Property owner/manager
Property tax bills (3 years)	✓	✓	✓	County tax assessor
Insurance quotes/policies	✓	✓	✓	Insurance broker
Utility bills (12 months)	✓	✓	✓	Property owner
Service contracts	■	✓	✓	Property owner/manager
Capital expenditure history	■	✓	✓	Property owner
Bank statements (if owned)	■	✓	✓	Property owner

## 3. LEGAL DOCUMENTS & DUE DILIGENCE

Document	Silver	Gold	Platinum	Where to Obtain
Title report/commitment	✓	✓	✓	Title company
Title insurance commitment	■	✓	✓	Title company
Survey (ALTA preferred)	■	✓	✓	Surveyor
Zoning verification letter	✓	✓	✓	City/county planning dept

Certificate of Occupancy	■	✓	✓	City building dept
Property condition assessment	-	✓	✓	Professional inspector
Phase I Environmental (ESA)	-	■	✓	Environmental consultant
Lead paint/asbestos reports	-	■	✓	Environmental consultant
All permits and licenses	■	✓	✓	City/county records
Building code compliance	-	✓	✓	Inspector/city records

## 4. MARKET ANALYSIS & RESEARCH

Document/Data	Silver	Gold	Platinum	Where to Obtain
Competitive property analysis	✓	✓	✓	CoStar, LoopNet, local MLS
Market rent comparables	✓	✓	✓	Rentometer, Apartments.com
Vacancy rate data	✓	✓	✓	CoStar, local market reports
Market demographics	✓	✓	✓	Census.gov, local EDC
Employment/economic data	■	✓	✓	BLS.gov, local chamber
Population trends	■	✓	✓	Census.gov
Professional market study	-	■	✓	Market research firm
Supply pipeline analysis	-	✓	✓	CoStar, local planning
Absorption rate trends	-	✓	✓	Market reports

## 5. INVESTMENT STRUCTURE & OFFERING DOCS (Platinum Only)

Document	Silver	Gold	Platinum	Where to Obtain
Draft PPM	-	-	✓	Securities attorney
Subscription agreement	-	-	✓	Securities attorney
Operating agreement	-	-	✓	Securities attorney
Waterfall distribution model	-	-	✓	Create in Excel
Form D filing docs	-	-	■	Securities attorney
Blue Sky compliance review	-	-	■	Securities attorney

## 6. MARKETING MATERIALS (Gold/Platinum)

Document	Silver	Gold	Platinum	Where to Obtain
Executive summary	-	■	✓	Create using template
Investment pitch deck	-	■	✓	Create in PowerPoint
Property one-sheet	-	■	✓	Create using template
Professional photos	-	✓	✓	Professional photographer
Property video/virtual tour	-	■	✓	Videographer/Matterport
Sponsor bio/track record	-	■	✓	Create document

## ■ BEST PRACTICES & TIPS

**Start Early:** Some documents (title, inspections, environmental) can take 2-4 weeks to obtain.

**Organize Files:** Create a folder structure: Property\_Name/Legal, Property\_Name/Financial, etc.

**Use Naming Conventions:** Example: PropertyAddress\_TitleReport\_2024.pdf

**Get Multiple Quotes:** For inspection and environmental services, get 2-3 quotes.

**Track Costs:** Due diligence costs can add up - budget \$5,000-\$15,000+ for Gold/Platinum.

**Ask for Help:** Don't hesitate to contact your CapSeriesX rep with questions.

## ■■ ESTIMATED TIME TO GATHER DOCUMENTS

Partnership Tier	Document Gathering Time	Cost Range
Silver Partner	1-2 weeks	\$500 - \$2,000
Gold Partner	3-4 weeks	\$5,000 - \$10,000
Platinum Partner	6-8 weeks	\$15,000 - \$35,000+

## ■ NEED ASSISTANCE?

### Partner Support Team

Email: [partners@veepcapital.com](mailto:partners@veepcapital.com)

Website: [www.veepcapital.com](http://www.veepcapital.com)

We're here to help you succeed! Don't hesitate to reach out with questions about document requirements, sourcing, or any other aspect of your property submission.