

## **SUGGESTED INFORMATION FOR YOUR BACK-UP PACKAGE**

- 1) TITLE PAGE
- 2) PICTURES - COLOR - 8 x 10 (Aerial very helpful)
- 3) TABLE OF CONTENTS
- 4) DESCRIPTION OF THE PROPERTY (Area and actual structure, type of construction, floor plan)
- 5) OWNER'S INTENT - IN DETAIL
- 6) APPRAISAL OR APPRAISAL LETTER
- 7) A.P.O.D. (Actual- Last 12 months) (Projected - Next 12 months and explanation of projection)
- 8) RENT ROLL
- 9) SYNOPSIS OF LEASES
- 10) COPY OF LEASES
- 11) NOTE AND DEED OF TRUST SYNOPSIS
- 12) NOTE AND DEED OF TRUST
- 13) COPY OF TAX BILL
- 14) COPY OF INSURANCE POLICY
- 15) MAPS
- 16) ZONING INFORMATION
- 17) CHAMBER OF COMMERCE INFORMATION
- 18) PRELIMINARY TITLE REPORT
- 19) DISCLAIMER

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