

COMMERCIAL PROPERTY ACQUISITION ACTION PLAN

STEP 1 MEET & DISCUSS ACQUISITION NEEDS

- Review your specific needs for size, type of space, amenities, etc.
- Determine your ideal purchase criteria
- Use a Real Estate Space Planner to maximize current and future use of your space

STEP 3 VISIT PROPERTIES

- Tour and review several properties
- Narrow down to 3 top choices

STEP 5 SEND PURCHASE OFFERS

- To be executed in Letter of Intent format

STEP 7 FINALIZE PURCHASE CONTRACT

- Review lease or contract with a real estate or business attorney
- Finalize Agreement of Sale

STEP 9 REAL ESTATE CLOSING

- Settlement/closing to be scheduled by all parties
- Confirm down payment with lender and title company
- Review preliminary settlement statement (HUD)
- Collect your keys.

STEP 2 REVIEW YOUR OPTIONS

- We'll provide a detailed list of potential building options in the marketplace which meet your specs
- Identify top prospects and schedule building tours

STEP 4 FINANCIAL ANALYSIS

- Perform financial analysis
- Evaluate financing and loan assumptions

STEP 6 NEGOTIATE CONTRACT TERMS

- Following review and analysis, respond to offers
- We'll help you during the negotiation process to make sure you get the best possible business terms.

STEP 8 DUE DILIGENCE AND CLOSING CHECK LIST (30 - 90 DAY PROCESS)

Due diligence documents – this list may vary depending on your property

- Existing title and request current reports
- Municipal property tax and assessment
- Flood hazard certification
- Seller's title insurance
- Service contracts
- Proof of insurance
- Any third-party reports or inspections initiated by seller
- Any surveys of the land and improvements in seller's possession
- Notices of any special assessments or taxes
- Copies of all current bills for the property
- Current zoning and compliance permits
- "As-built" plans and specifications
- All construction-related documents including warranties
- Current tenant information (if applicable)
- Notices of environmental conditions (if applicable)
- Notices of any pending or threatened litigation or governmental action against the property or seller

Loan Documents – to be reviewed by your attorney and lender

- Commitment letters
 - Appraisal
 - Opinion letter from the zoning administrator
- Real Estate Transfer Documents – to be completed by your attorney and/or accountant*

- Bill of Sale
- Bargain and sale deed
- Affidavit of Consideration for Use for both buyer and seller
- Assignment assumption agreements
- File C-9600 (bulk sale)

Organizational Documents - to be reviewed and completed by your attorney

- Operating agreement
- Certificate of Formation/Certificate of Organization
- Certificate of Good Standing for buyer and seller

MOVE IN!

Headquartered in Marlton, NJ, Vantage Real Estate Services (Vantage RES) is a full-service commercial real estate brokerage and advisory firm serving South Jersey, Philadelphia, and Eastern Pennsylvania. Vantage RES specializes in all aspects of commercial real estate.

Including: Landlord Representation, Tenant Representation, Healthcare Real Estate Services, Investment Sales, and Acquisitions, Land Sales and Development, Property Management, Property Valuations and Advisory. Vantage RES is guided by the core belief that in order to achieve success, we must think like a client but perform like a partner. We have the right team in place to service any commercial real estate project and we work hard to achieve our client's goals. Each member of the Vantage RES team brings a unique background and perspective to the market. Combined, we have tremendous, unmatched experience that shows in our success in the CRE market in New Jersey and Pennsylvania.



OUR EXPERTISE. YOUR ADVANTAGE.

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