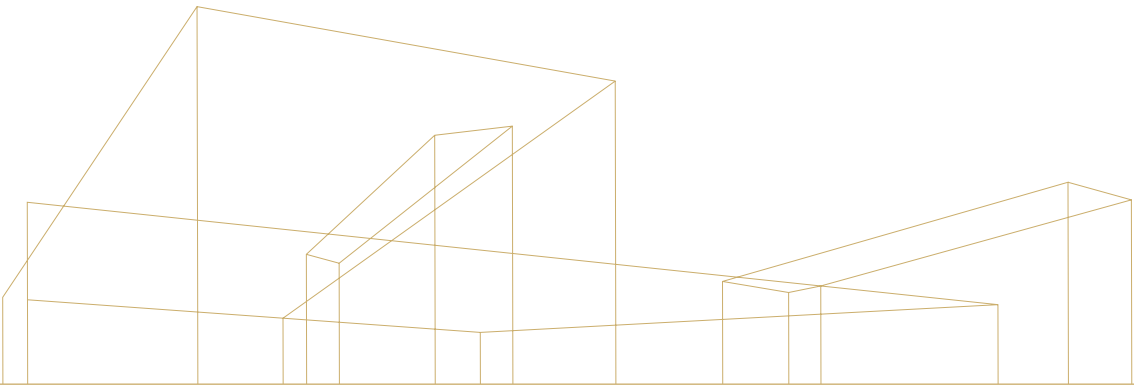


# BUILDING SALE PROCESS



## Sign Agreement

Sign listing agreement

### PHASE 01



## Assemble Property Info

Order preliminary title

Gather all leases, records,  
and agreements

Review all building plans

### PHASE 02

Review survey

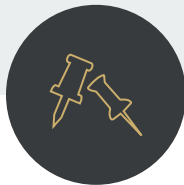
Determine if environmental  
study is necessary

Order independent roofing report

Investigate city road construction  
plans, LID's, etc

Determine highest and best use

Survey condition of building



## Target

Develop target list of buyers

### PHASE 03



## Assemble Marketing Materials

Web based and paper  
based packages

Order property signage

### PHASE 04



## Final Determination of Value

Use, income, cost and  
market approaches

Value is subject to roof and  
environmental reports

### PHASE 05



## Complete Market Comparisons

Competing properties for sale

Comparable sold properties

Comparable completed leases

### PHASE 06



## Listings

Enter property into all electronic  
multiple listing Associations

CBA, Costar, Loopnet and  
officespace.net

### PHASE 07



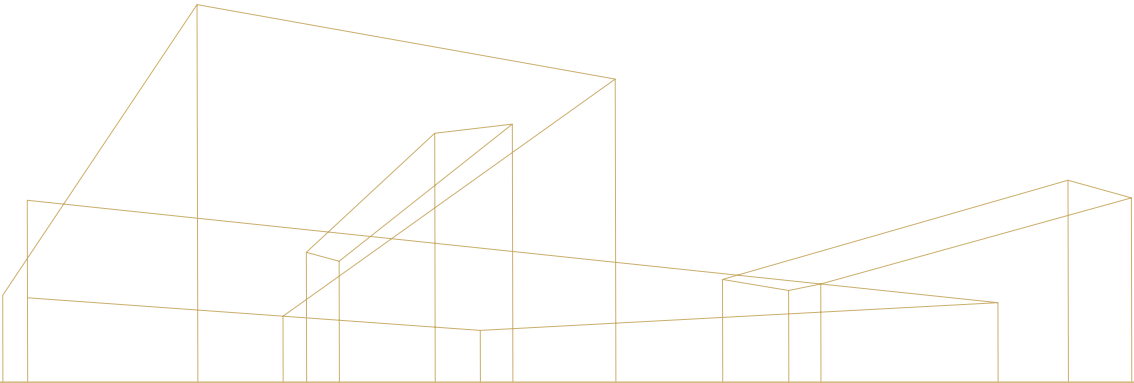
## Conduct Marketing Efforts

Utilize web page to reach  
all brokers

Utilize direct mail and cold calling  
to selected buyers (on-going effort)

### PHASE 08

# BUILDING SALE PROCESS



## Open House

Conduct broker open house

PHASE 09



## Tours

Conduct property tours

PHASE 10



## Complete Purchase and Sale Agreement

Negotiations with selected buyer

PHASE 11



## Select Finalists

Respond to multiple or a single  
offer depending on deal strength

PHASE 12



## Analysis

Prepare financial and deal point  
analysis of competing offers

PHASE 13



## Offers

Receive and review offers

PHASE 14



## Prepare

Prepare time table for due  
diligence benchmarks

Order title

monitor buyer's due diligence

PHASE 15



## Inspect

Inspect closing documents prior to  
scheduled closing

PHASE 16



## Close

Sale closes

PHASE 17