

QUESTIONS

Office Building

How many office tenants are currently renting the building? (I CC-7
Do most of the tenants comprise offices related to the Treasurer's Office and/or City of St. Lou No- CC- 25%, CD- 21%
How old are the HVAC Units (approxima CC- 6 - 7 yrs, CD- 7 -8 yrs
How old is the roof (approximate)? CC- Unknownd, CD- 10 yrs
Is there an elevator service contract in p Yes
Is there an HVAC contractor currently contracted for regular inspections of equipment and to CC- Yes, CD- No

Type of Leases

Please note "NNN" if all operating expenses are charged directly to tenant or tenant contracts CC- FS, Other 3- NNN
Please note Full service - FS (Inclusive of all services)or Modified Gross-MG (exclusive of some services) (Matrix B)
If the lease is Full Service, does the lease include nightly janitorial services within the premises Yes
If the Lease is Full Service, do leases include parking and are those charges included No, except 1 lease
Are all tenants required to utilize the Owner's preferred janitorial serv. Yes
If the leases are MG, are utilities separately metered? CD- 2 tenants separately metered
Is tube and bulb replacement included as part of the services provide CC- Yes
What is the name of the current janitorial service provider? CC- Centaur Janitorial

Revenues - Annual Base Rents

What are the approximate Annual Base Rents collected? (Mat CC- \$430,000, CD- \$224,000, AG- \$86,000, JC- \$95,000

Revenues - Additional Rents and Common Area Maintenance (CAM)

If the leases are NNN, what are annual CAM fees collected? († CC- \$22,000, CD- \$45,000
If the leases are MF, what is the annual approximate Additional Rent and/or CAM collected? (Matrix D)
Under the NNN leases, are the Tenants responsible for replacement of HVAC or is tl CC- Owner, all other- tenant

Occupancy Levels

What are current occupancy levels of each building? (Matrix I CC- 89%, all other- 100%

Financial

Who holds the rent? CC & CD- CBRE, AG & JC- Treasurer
Do rentals stay in an account or is it swept each month? CC- stays in account, all others sweep
Are there any mortgages or bond payments to be made each No
Is there an existing accounting software pacakage to be used or can the Property Management Firm use its ow Management company can use its own
To whom are financial reports directed? Chief Fiscal Office- Treasurer's Office
Is accounting on a cash or accrual basis? Cash
Are there any security deposits on hand Yes

General

Energy Use: Has there been a study completed for energy usage for t No
Property Management Office: Is there space in any of the buildings dedicated to the offices of the property management company No
Parking Garages: Are there any responsibilities within the scope of the property manager's duties for management and m No
City Contract Services: Do any city agencies contract for services normally performed under the scope of the property manager (sn No
Future Capital Expenditures: What is the schedule for capital expenditures and other investment programmed for the property for There is none
Special Conditions: Are there any special conditions relating to any of the properties that a property manager should be aware of p No
Tenant Mix: Are there specific uses or tenants that you would like targeted relative to any of the properties wit No
Lease Terms: What is the average length of the lease terms remaining for tenants leasing spac 5 years
Environmental: Are there current environmental reports on t No
Warranties: Are equipment warranties maintained by the current property manager or owner which the property managi No
Construction: Is there any construction No
Legal Actions: Legal actions in progress: No
Standard Lease Form: Are there standard form leases for each property or is it left to the property manager to No standard
List of Vacancies: Current list of vacancies and leases soon to expire where tenant has indicat CC- 1, another tenant interested

Preferences and Goals

What aspects of the properties do you believe require immediate attention? Interior maintenance, exterior maintenance, security, CC- Exterior, all other- non
Are there special services desired that have not been performed or deemed import: No
Does the owner work from a list of preferred contractors from which the property manager is No