

**THE MINNESOTA REAL ESTATE FOUNDATION
REAL PROPERTY INQUIRY FORM**

I. Owner(s) _____ Phone _____

Address _____

Property location _____

Land area (acres or sq. ft.) _____

Building area (sq. ft. each floor) _____

Zoning _____

Replacement cost of building _____

Current property insurance coverage _____

Date of acquisition/form of acquisition _____

Current cost basis (includes improvements) _____

Principal balance of mortgage _____ Current fair market value _____

Assessed value for real estate taxes _____

Real estate taxes _____

Land value _____ Building value _____

Most recent appraisal (date) _____ Appraised value _____

Appraiser _____

Occupancy status after transfer of title to charity:

Unimproved (no buildings) _____

Unoccupied (building, but no occupant) _____

Occupied (building with occupants) _____

Please indicate by checking "yes" your awareness of any condition or problem, which may affect the title, or marketability of the property. Use Section VII to provide additional information.

II. Title/Zoning	Yes	No
A. Title	_____	_____
B. Zoning variances, violations or special permits	_____	_____
C. Zoning violations	_____	_____
D. Restrictions or easements	_____	_____
E. Survey available	_____	_____
III. Condition of Building	Yes	No
A. Foundations/slab	_____	_____
B. Basement water/dampness/sump pump	_____	_____
C. Roof leaks	_____	_____
D. General structural	_____	_____
E. UFFI (formaldehyde insulation)	_____	_____
F. Asbestos	_____	_____
G. Lead paints	_____	_____
H. Termites/ants/pests	_____	_____
I. Swimming pool	_____	_____
J. Radon	_____	_____
K. Building systems	_____	_____
1. Plumbing	_____	_____
2. Electrical	_____	_____
3. Heating	_____	_____
4. Air conditioning	_____	_____
5. Hot water	_____	_____
6. Water supply	_____	_____
7. Sewage; type	_____	_____
8. Other fixtures	_____	_____
IV. Rental/Condominium/Cooperative	_____	_____
A. Building systems	_____	_____
1. Leases	_____	_____
2. Rental arrears	_____	_____
3. Last month's rent/security deposit	_____	_____
B. Common area fees in arrears	_____	_____
C. Building or sanitary code violations	_____	_____
D. Operating/capital budget	_____	_____

V. Environmental	Yes No
A. History of property	
1. Property has prior or current use for industrial, commercial, agricultural, manufacturing, waste disposal or any other non-residential purposes	_____
B. Condition of property	
1. Stressed or denuded vegetation or unusual barren areas	_____
2. Discoloration, oil sheens, or foul/unusual odors in water	_____
3. Storage drums	_____
4. Above or underground storage tanks; vent or filler pipes	_____
5. Evidence of oil or other chemicals in soil	_____
6. Evidence of PCBs	_____
7. Evidence of toxic air emissions	_____
C. Adjacent properties	
1. Properties adjacent or close to subject have conditions requiring "yes" answer to any questions in (A) and (B) above	_____
D. Flood plain/wetlands/drainage	_____
E. Endangered plants or wildlife	_____
Are you aware of any other information concerning any part of the land or buildings which might affect the decision of a buyer or affect value of property or affect use by buyer?	_____

VI. Property Expense Budget

To hold this property as a Foundation asset, the following income and expenses are anticipated:

A. Income	Annual
1. Rent	_____
2. Other	_____
B. Expenses	_____
1. <u>Real estate taxes:</u>	
First payment due _____ (date) _____	
Second payment due _____ (date) _____	
2. <u>Utilities:</u>	
Gas	_____
Oil	_____
Electric	_____
Water/sewer	_____
Other	_____

- 1. Services:
 - Caretaker/property manager _____
 - Landscaping _____
 - Heating/cooling service contract _____
 - Snow removal _____
 - Pool services _____
 - Common area charge (condominium) _____
 - Security _____
 - Other _____

- 3. Maintenance/Repairs _____
- 4. Insurance _____

Total Expenses

Net Income (Loss)

VII. Additional Information on Sections II through VI

VIII. Acknowledgments

Owner(s) hereby acknowledge that the information set forth above is true and accurate to the best of my (our) knowledge

_____ Date _____
 Owner

_____ Date _____
 Owner

Please return to:

The Minnesota Real Estate Foundation
 101 South 7th Avenue
 Suite 200
 St Cloud, MN 56301