Syndicate Subscription Legal Plans

COMMERCIAL REAL ESTATE CORPORATE CLIENT INTAKE QUESTIONNAIRE:

DATE-DRIVEN ITEMS: lease renewal, expansion and termination options expire on fixed dates; estoppel and subordination requests carry short turnaround periods; exchange deadlines for tax-deferred transactions cannot be extended; and accessibility demand letters require a prompt, documented response. Tell us any pending deadline first.

CONFIDENTIAL. This questionnaire covers corporate legal work and capital markets advisory for commercial real estate businesses — property owners and investors, developers, property managers, brokerage firms, and real estate investment trusts. Complete the sections that apply. If a question does not apply, write "N/A." If unknown, write "Unknown."

NAME OF THE CLIENT:

[__] Legal Entity Name: ____

DBA / portfolio or project names: ______________________ Year founded: ______________

Entity type:

[__] Corporation [__] LLC [__] Limited partnership

[__] REIT [__] Joint venture [__] Public company

[__] Subsidiary of a parent

State of formation: ______________________ EIN (last 4): ________

States of operation: ______________________ Syndicate Plan Member ID: _______________

Contact person & title: ____________________________

Address: ____

City: _________________________ County: ____________ State: ____ Zip: _____

Phone: ___________________________ Email: _____________________________

Annual revenue: $ ______________________ Employees: _________

PART 1 — YOUR BUSINESS & PORTFOLIO

1.1 Your role:

[__] Property owner / investor

[__] Real estate developer

[__] Property manager

[__] Brokerage firm

[__] REIT

[__] Syndicator or sponsor

[__] Asset manager

[__] Tenant-side representative

1.2 Property types:

[__] Office

[__] Retail & shopping centers

[__] Industrial & warehouse

[__] Multifamily

[__] Mixed use

[__] Hospitality

[__] Medical office

[__] Self-storage

[__] Land & development sites

[__] Special purpose

1.3 Properties owned or managed: ________________________ Total square feet / units: ______________

1.4 Describe your portfolio, projects, and current stage: ______________________________________

____

____

PART 2 — SERVICES NEEDED

Entity, Governance & Filings:

[__] Formation or incorporation

[__] Operating agreement / bylaws

[__] Annual reports & business filings

[__] Joint venture & partnership agreements

[__] Property-holding entities & structure

[__] Corporate resolutions

[__] Foreign qualification

[__] Business licenses & permits

Leasing & Tenancy:

[__] Lease drafting & negotiation

[__] Letters of intent & term sheets

[__] Estoppel certificates & subordination agreements

[__] Tenant default, notice & remedies

[__] Subleases & assignments

[__] Lease review & abstracting

[__] Lease amendments & renewals

[__] Operating expense & CAM reconciliation issues

[__] Evictions & unlawful detainer support

[__] Lease guaranty enforcement

Transactions & Development:

[__] Purchase & sale agreements

[__] Entity transfers & indirect sales

[__] Development & entitlement agreements

[__] Easements, covenants & restrictions

[__] Property management agreements

[__] Due diligence & title review

[__] Tax-deferred exchange coordination

[__] Construction contracts & consultants

[__] Zoning & land use approvals

[__] Financing agreements *

** For mortgage, construction, or mezzanine financings, please also complete our Real Estate Finance Intake Form.*

Brokerage & Commissions:

[__] Listing & representation agreements

[__] Co-brokerage & referral agreements

[__] Broker & salesperson licensing

[__] Errors and omissions & risk review

[__] Commission agreements & enforcement

[__] Agency disclosure & duties

[__] Independent contractor agreements

[__] Advertising & marketing compliance

Disputes, Risk & Compliance:

[__] Business disputes & breach of contract

[__] Partnership & joint venture disputes

[__] Accessibility compliance & demand letters

[__] Environmental review & conditions

[__] Business torts & unfair competition

[__] Insurance coverage disputes

[__] Property tax assessment appeals

[__] Collections & receivership matters

Capital Markets & Finance:

[__] Capital markets consultation

[__] Securities & blue sky compliance

[__] Fund formation for real estate investment

[__] REIT qualification & compliance

[__] Restructuring or bankruptcy

[__] Private placement & syndication documents

[__] Investor agreements & cap table

[__] Exchange listing (OTC, Nasdaq, NYSE, Foreign)

[__] Mergers, acquisitions & portfolio sales

2.1 Describe your most urgent matter and objective: ______________________________

____

____

2.2 Deadline (option, closing, hearing, response): ______________________________

PART 3 — PROPERTIES & LEASING

Property / Address	Type	Square Feet / Units	Occupancy %	Owned or Managed

3.1 Do you use standard lease forms, or negotiate each lease? [__] Yes [__] No

If yes, explain: ____

____

3.2 Are renewal, expansion, or termination options being exercised? [__] Yes [__] No

Property, tenant & deadline: ______________________________________

3.3 Are operating expense or CAM reconciliations disputed? [__] Yes [__] No

3.4 Are any tenants in default, bankruptcy, or negotiation for relief? [__] Yes [__] No

If yes, explain: ____

____

3.5 Are guarantors or letters of credit in place for major tenants? [__] Yes [__] No

3.6 Are estoppels or subordination agreements pending for a sale or financing? [__] Yes [__] No

PART 4 — TRANSACTIONS & DEVELOPMENT

4.1 Transaction type & property: ______________________ Price: $ ____________

4.2 Current transaction:

[__] Acquisition

[__] Entity or interest transfer

[__] Development project

[__] Disposition

[__] Ground lease

[__] Redevelopment or repositioning

[__] Refinance [__] None pending

4.3 Is a tax-deferred exchange planned, with deadlines tracked? [__] Yes [__] No

Exchange identification and closing deadlines are strict and cannot be extended, so the replacement property strategy should be set before closing the relinquished property.

4.4 Are title reports, surveys, and environmental reports ordered? [__] Yes [__] No

4.5 Are entitlements, permits, or zoning approvals needed? [__] Yes [__] No

4.6 Are construction or design contracts being negotiated? [__] Yes [__] No

4.7 Will lender or partner consents be required? [__] Yes [__] No

PART 5 — OWNERSHIP, PARTNERS & MANAGEMENT

Entity / Property	Ownership Structure	Partners or Members	Your %	Role

5.1 Are agreements current, with buy-sell and deadlock terms? [__] Yes [__] No

5.2 Are there disputes among partners, members, or co-investors? [__] Yes [__] No

If yes, explain: ______________________________

____

5.3 Are promote, waterfall, and distribution terms documented? [__] Yes [__] No

5.4 Do you manage property for third parties, or use an outside manager? [__] Yes [__] No

If yes, explain: ______________________________

____

5.5 Do management agreements address standard of care, fees, and termination? [__] Yes [__] No

PART 6 — BROKERAGE & COMMISSIONS

6.1 Do you operate a brokerage or employ licensed agents? [__] Yes [__] No

Broker of record & license number: ______________________________

6.2 Are agents employees or independent contractors? [__] Yes [__] No

If yes, explain: ______________________________

____

6.3 Are listing, representation, and commission agreements in writing? [__] Yes [__] No

6.4 Are commissions unpaid or disputed? [__] Yes [__] No

Commission claims often depend on the written agreement, procuring cause, and in some states a timely filed lien or claim. Act quickly on unpaid commissions.

6.5 Are agency relationships and disclosures documented? [__] Yes [__] No

6.6 Are advertising and listing practices reviewed for compliance? [__] Yes [__] No

PART 7 — RISK, INSURANCE & COMPLIANCE

7.1 Insurance in place:

[__] General liability
[__] Loss of rents / business interruption
[__] Environmental
[__] Cyber
[__] Property & casualty
[__] Errors and omissions
[__] Directors & officers

7.2 Has an insurer denied, reserved rights on, or underpaid a claim? [__] Yes [__] No

7.3 Have you received accessibility demand letters or complaints? [__] Yes [__] No

Accessibility claims against commercial properties are frequent and often resolved faster and cheaper with a documented remediation plan.

7.4 Are property tax assessments being appealed? [__] Yes [__] No

7.5 Are there environmental conditions, monitoring, or disclosure obligations? [__] Yes [__] No

7.6 Are there code violations, permits expired, or municipal notices? [__] Yes [__] No

If yes, explain: ____

____

PART 8 — CAPITAL, INVESTORS, DISPUTES & DOCUMENTS

Existing Debt / Investment	Lender or Investor	Amount $	Maturity	Secured By

8.1 Capital sought: $ ______________________ Purpose: ______________________

8.2 Capital strategy:

[__] Acquisition equity
[__] Refinance or recapitalization
[__] Fund formation
[__] Sale of assets or the company
[__] Development capital
[__] Investor syndication
[__] Public offering or listing
[__] Not sure — need advice

8.3 Do you raise money from passive investors for property acquisitions? [__] Yes [__] No

Selling interests in a property-owning entity to passive investors is generally a securities offering requiring an exemption, disclosure documents, and filings.

8.4 Current disputes:

[__] Lease or tenant dispute
[__] Partner or investor dispute
[__] Insurance coverage dispute
[__] Accessibility claim
[__] None
[__] Purchase or sale dispute
[__] Commission dispute
[__] Construction or contractor dispute
[__] Collections

8.5 Is a non-disclosure agreement required before documents are shared? [__] Yes [__] No

Please provide the following, if applicable. Check each item available.

[__] Formation & governance documents
[__] Financial statements & rent rolls
[__] Purchase & sale agreements
[__] Management & brokerage agreements
[__] Insurance policies & claims
[__] Ownership / cap table & JV agreements
[__] Leases & amendments
[__] Title reports, surveys & environmental reports
[__] Loan documents & payoff statements
[__] Demand letters, notices or claims

Certification:

I declare that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge, and that I am authorized to provide it on behalf of the business named above. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of evaluating and scoping this engagement.

Signed and dated this ____ day of ______________________, 20___

Signature: ____

Print Name: ____________________________

Title: ____________________________

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Your information will be reviewed within one hour.