Syndicate Subscription Legal Plans

REAL ESTATE DEVELOPMENT
CORPORATE CLIENT INTAKE QUESTIONNAIRE:

DEVELOPMENT RUNS ON DEADLINES. Due diligence and option periods expire, entitlement decisions must be appealed within days or weeks, construction claim and lien notices are time-barred quickly, and construction defect claims follow a required pre-litigation process in many states. Tell us any pending approval, option date, or notice first.

CONFIDENTIAL. This questionnaire covers corporate legal work and capital markets advisory for real estate development businesses — commercial, residential, multifamily, mixed use, and international development, and real estate investment companies. 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 / project names: ____________________ Year founded: __________

Entity type:

- [__] Corporation
- [__] LLC
- [__] Limited partnership
- [__] Joint venture
- [__] REIT
- [__] Public company
- [__] Subsidiary of a parent

State of formation: ____________________ EIN (last 4): ______

States / countries of operation: ______________ Syndicate Plan Member ID: __________

Contact person & title: ____________________

Address: ____________________

City: ______________ County: __________ State: ____ Zip: ____

Phone: ______________ Email: ______________

Annual revenue: $ ______________ Employees: ______

PART 1 — YOUR BUSINESS & PROJECTS

1.1 Type of development:

- [__] Commercial development
- [__] Residential development
- [__] Multifamily development
- [__] Mixed use development
- [__] Industrial & logistics
- [__] Hospitality
- [__] Senior & student housing
- [__] Land development & subdivision
- [__] Adaptive reuse & redevelopment
- [__] International development
- [__] Real estate investment company
- [__] Owner-builder or self-performing

1.2 Describe your projects, markets, and current stage: ____________________

____

____

1.3 Active projects: ______________ Units or square feet: ____ Total cost: $ ____

Syndicate Subscription Legal Plans

PART 2 — SERVICES NEEDED

Entity, Governance & Filings:

[__] Formation or incorporation
[__] Operating agreement / bylaws
[__] Corporate resolutions
[__] Foreign qualification
[__] Project entities & special purpose vehicles
[__] Joint venture & partnership agreements
[__] Annual reports & business filings
[__] International structuring

Land, Title & Property Rights:

[__] Purchase & sale agreements
[__] Purchase and sale disputes
[__] Easements & rights of way
[__] Boundary disputes
[__] Restrictive covenants & CC&Rs
[__] Options, assemblage & right of first refusal
[__] Title review & curative work
[__] Easement disputes
[__] Adverse possession & prescriptive claims
[__] Non-disclosure & fraud disputes

Entitlements, Zoning & Environment:

[__] Zoning & general plan amendments
[__] Subdivision & parcel maps
[__] Environmental review & mitigation
[__] Zoning and land use appeals
[__] Affordable housing & density bonus programs
[__] Conditional use permits & variances
[__] Development agreements & vesting
[__] Impact fees & exactions review
[__] Community & agency engagement
[__] Tax abatements & special tax status

Construction & Project Delivery:

[__] Design & consultant agreements
[__] Bonds, guarantees & insurance requirements
[__] Mechanics lien & stop notice issues
[__] Water intrusion claims
[__] Project closeout & punch list disputes
[__] General contractor & subcontract agreements
[__] Change orders, delay & cost claims
[__] Construction defect & warranty claims
[__] Prevailing wage & labor requirements
[__] Contractor licensing issues

Sales, Leasing & Associations:

[__] Condominium & subdivision documentation
[__] Association & cooperative disputes
[__] Purchase contracts & disclosures
[__] Fair housing & accessibility compliance
[__] Marketing & advertising review
[__] Homeowner & condominium association formation
[__] Association transition & turnover
[__] Lease agreements & lease disputes
[__] Fair housing & discrimination claims
[__] Property management agreements

Capital Markets & Finance:

[__] Capital markets consultation
[__] Securities & blue sky compliance
[__] Private placement & syndication documents
[__] Construction & development financing *

[__] Loan agreement enforcement
[__] Investor agreements & cap table
[__] Fund formation
[__] Exchange listing (OTC, Nasdaq, NYSE, international)
[__] Mergers, acquisitions & project sales
[__] Restructuring or bankruptcy

** For construction loans, mezzanine debt, and permanent financing, please also complete our Real Estate Finance Intake Form.*

2.1 Describe your most urgent matter and objective: ______________________________

____

____

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

PART 3 — PROJECTS & SITE CONTROL

Project	Location	Type & Size	Stage	Site Control (owned, option, contract)

3.1 Are due diligence, option, or closing deadlines approaching? [__] Yes [__] No

Project & date: ______________________________

3.2 Are title reports, surveys, and environmental reports complete? [__] Yes [__] No

3.3 Are there easement, boundary, access, or encroachment issues? [__] Yes [__] No

3.4 Do restrictive covenants or deed restrictions affect the plan? [__] Yes [__] No

3.5 Is anyone claiming rights through long use of the property? [__] Yes [__] No

3.6 Are seller disclosures or representations in dispute? [__] Yes [__] No

If yes, explain: ______________________________

____

PART 4 — ENTITLEMENTS & APPROVALS

Approval	Obtained	Pending	Not Started
Zoning conformity or amendment	[__]	[__]	[__]
General or specific plan consistency	[__]	[__]	[__]
Conditional use permit or variance	[__]	[__]	[__]
Subdivision or parcel map	[__]	[__]	[__]
Environmental review & clearance	[__]	[__]	[__]
Development agreement	[__]	[__]	[__]
Grading & building permits	[__]	[__]	[__]
Utility & infrastructure approvals	[__]	[__]	[__]
Affordable housing or density bonus approval	[__]	[__]	[__]
Impact fee determination	[__]	[__]	[__]

4.1 Has an approval been denied, conditioned, or appealed? [__] Yes [__] No

Decision date & appeal deadline: ______________________________

Challenges to land use decisions generally must be filed within short statutory periods that begin when the decision is made or noticed.

4.2 Is there organized neighborhood, agency, or referendum opposition? [__] Yes [__] No

If yes, explain: ______________________________

____

4.3 Are exactions, dedications, or impact fees disputed? [__] Yes [__] No

4.4 Are tribal, cultural, historic, or species issues involved? [__] Yes [__] No

If yes, explain: ______________________________

____

4.5 Are tax abatements, incentives, or special districts sought? [__] Yes [__] No

PART 5 — CONSTRUCTION & PROJECT DELIVERY

Contract / Counterparty	Role	Value $	Term	Signed?

5.1 Delivery method:

[__] Design-bid-build [__] Design-build

[__] Construction manager at risk [__] Owner-builder

[__] Not yet determined

5.2 Do contracts address changes, delay, LDs, and retention? [__] Yes [__] No

5.3 Are payment and performance bonds or guarantees in place? [__] Yes [__] No

5.4 Have mechanics liens, stop notices, or bond claims been served? [__] Yes [__] No

Preliminary notices and lien deadlines run from first furnishing and completion. Track them for every contractor and supplier on the job.

5.5 Are there delay, cost overrun, or change order disputes? [__] Yes [__] No

If yes, explain: ____

____

5.6 Are prevailing wage or local hiring requirements applicable? [__] Yes [__] No

PART 6 — SALES, ASSOCIATIONS & POST-COMPLETION CLAIMS

6.1 Will the project be sold as condominiums, lots, or units? [__] Yes [__] No

6.2 Are association documents, budgets, and disclosures prepared? [__] Yes [__] No

6.3 Is association control being transitioned to owners? [__] Yes [__] No

Transition disputes often surface construction defect claims. Documentation of design, inspections, and warranty work matters later.

6.4 Have defect, warranty, or water intrusion claims been asserted? [__] Yes [__] No

Project, claimant & date of notice: ____

6.5 Has a pre-litigation notice or repair process been started? [__] Yes [__] No

6.6 Do designs comply with fair housing and accessibility rules? [__] Yes [__] No

Multifamily housing has specific design and construction accessibility requirements, and claims can be brought years after completion.

PART 7 — CAPITAL, INVESTORS & PARTNERS

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

7.1 Capital sought: $ ______________________ Purpose: ______________________

7.2 Capital strategy:

- [__] Land acquisition
- [__] Predevelopment & entitlement capital
- [__] Construction financing
- [__] Equity or joint venture capital
- [__] Investor syndication
- [__] Fund formation
- [__] Public offering or listing
- [__] Sale of projects or the company

7.3 Do you raise money from passive investors for projects? [__] Yes [__] No

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

7.4 Are JV terms (capital, control, promote, exit) documented? [__] Yes [__] No

7.5 Are there partner, investor, or lender disputes? [__] Yes [__] No

PART 8 — INSURANCE, DISPUTES, DOCUMENTS & CERTIFICATION

8.1 Insurance in place:

[__] General liability
[__] Builders risk
[__] Wrap-up or controlled insurance program
[__] Professional liability
[__] Environmental
[__] Property & business interruption
[__] Directors & officers

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

8.3 Current disputes:

[__] Purchase or sale dispute
[__] Entitlement or zoning appeal
[__] Construction or defect claim
[__] Association or owner claim
[__] Partner or investor dispute
[__] Lender or loan enforcement
[__] Fair housing claim
[__] Collections
[__] None

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

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

[__] Formation, JV & governance documents
[__] Ownership / cap table
[__] Project pro formas & financial statements
[__] Purchase agreements & site control documents
[__] Title reports, surveys & environmental reports
[__] Entitlement applications, approvals & conditions
[__] Design & construction contracts
[__] Lien or claim notices received
[__] Association & sales documents
[__] Loan & investor documents

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: ____________________________

Please Print and Email to STEVE@STEVEMUELLERLEGAL.COM, or save this document as a PDF and email to STEVE@STEVEMUELLERLEGAL.COM,
Your information will be reviewed within one hour.