

INFORMATION REQUIRED FOR VALUATION

- Owner(s) name and ownership percentage(s)
- Corporation type: C Corporation, S Corporation, LLC or other form. Same question for related businesses listed below.
- **For the two prior calendar years and for *the most current twelve months* (Example: November 1, 2014 to October 31, 2015) please provide the following:**
 - Detailed Income Statements for the entire brokerage with separate reports detailing:
 - List of non-recurring expenses or incomes. Examples would be closed offices, employee positions that were eliminated, extraordinary legal bills, office opening expenses, etc.
 - An outline of Owners Compensation including salary and bonus payments, wage taxes, pension payments, health and life insurance, auto and club dues, and any items paid on behalf of an owner by the company. For the majority *owners* please identify any commissions generated for the company and the amount contributed to company dollar.
 - List source of “miscellaneous” or “other” incomes where these are limited referral functions, consumer or associates transactions fees, etc.
 - Number of Sales Professionals
 - Closed Sales Volume
 - Closed Transaction Sides

- Balance Sheets for December 2013, 2014 and October 2015 (current month)
 - A list and brief description of any known litigation or contingent liabilities that are not recorded on your balance sheet (could be unrecorded manager bonuses, or unpaid vacation pay, etc).

- Number of Offices
 - Include a basic outline of leases: term, rates, options
 - Location of headquarters

- Outline of related business relationships in terms of mortgage, title insurance, home warranty, property casualty insurance business, etc. Please identify these relationships separately from residential brokerage and give income statements and balance sheets for each.

- Franchise expiration date, if applicable

- List for the top three competitors: number of offices, sales associates, sales volume, and estimated market shares in area serviced by the Company.

- List of Agent production for the last 12 months including Gross Commission Income and Company Dollar amounts.