



Community Real Property Holdings, Inc.

Real Property Inquiry Form

Please complete this Real Property Inquiry Form in conjunction with your proposed gift of real property to Community Real Property Holdings, Inc., a Florida not-for-profit corporation ("CRPH") which is a supporting organization of the Foundation.

Following review of the asset information below, if the gift is accepted, a CRPH Designated Fund Agreement must be completed. Further information about policies pertaining to gifts of real property is contained in the publication *The Charitable Giving Guide* available from the Foundation and also available online at the Foundation's website: www.fftc.org.

The minimum value of a gift of real property accepted by CRPH is \$250,000.

Owner Name(s): _____

Address of Owner: _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

Section 1 - PROPERTY INFORMATION

Type of Property:

- | | |
|-----------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Timber |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Land to be Developed | <input type="checkbox"/> Undeveloped Land |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Other: _____ |

Property Location: _____

Current uses of property: _____

Prior uses of property: _____

Land Area (acres or sq. ft.): _____

Building area (sq. ft.): _____

Replacement cost of building: _____

Current property insurance coverage: _____

Date of acquisition/form of acquisition: _____

Current cost basis (includes improvements) _____

Assessed value for real estate taxes: _____

Land/Building value: _____ If appraised, most recent appraisal date: _____

If appraised Appraiser & Address: _____

Occupancy status after transfer of title to charity: (Please check one)

- Unimproved (no buildings)
- Unoccupied (building, but no occupant)
- Occupied (building with occupants)

Is the Property subject to a mortgage or otherwise encumbered? yes no If yes, describe and discuss the issue with the gift acceptance officer: _____

Principal balance of mortgage, if any: _____

Is there a deadline for completing this gift? yes no If yes, deadline date: _____

Are there any potential buyers of the gifted asset? yes no If yes, describe: _____

Is there a current binding obligation to sell this asset? yes no If yes, describe: _____

Is the Property currently listed for sale? yes no If the Property is currently listed for sale (or if you have a recommendation for an agent), please provide the name and contact information of the listing agent:

Name of Agent: _____ Company: _____

Phone: _____ Email: _____

Section 2 - PROPERTY ALLOWANCES/RESTRICTIONS

Check any of the following apply. If so, explain in the notes section.

- | | |
|----------------------------------------------------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Zoning variances or special permits | <input type="checkbox"/> Zoning violations |
| <input type="checkbox"/> Restrictions/ Covenants/ Easements/HOA/
Condominium Declarations | <input type="checkbox"/> Survey |
| <input type="checkbox"/> Historic Status | <input type="checkbox"/> Other: _____ |

Section 3 - CONDITION OF BUILDING

Check if there are existing conditions or potential problems with any of the following. If so, explain in notes section.

BUILDING STRUCTURE

- | | |
|------------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Foundations/slab | <input type="checkbox"/> General structural |
| <input type="checkbox"/> Basement water/dampness/sump pump | <input type="checkbox"/> Termites/ants/pests |
| <input type="checkbox"/> Roof | <input type="checkbox"/> Swimming pool |

BUILDING SYSTEMS

- | | |
|---------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Air conditioning | <input type="checkbox"/> Hot water |
| <input type="checkbox"/> Water supply | <input type="checkbox"/> Other fixtures |
| <input type="checkbox"/> Sewage: type _____ | <input type="checkbox"/> Heating |

Section 4 - RENTAL/CONDOMINIUM/COOPERATIVE

Check if any of the following apply. If so, explain in the notes section.

- | | |
|---------------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Lease | <input type="checkbox"/> Rental arrears |
| <input type="checkbox"/> Security deposit | <input type="checkbox"/> Common area fees arrears |
| <input type="checkbox"/> Building or sanitary code violations | <input type="checkbox"/> Financial statements |

Section 5 - ENVIRONMENTAL

A. HISTORY OF PROPERTY

Are you aware of any environmentally sensitive situations on the Property (including but not limited to asbestos, formaldehyde, radon gas, methane gas, lead base paint)? yes no. If yes, please describe: _____

Has the Property been used for industrial, commercial, agricultural, manufacturing, waste disposal or any other non-residential purposes? yes no. If yes, please describe: _____

In order to protect the Foundation from potential liability for environmental conditions, a Phase 1 or comparable environmental analysis may be requested unless one has already been obtained within a reasonable time of the gift of Property. The donor must bear the cost of any such environmental analysis.

Has an environmental analysis been conducted on the property? yes no. If so, please provide date and provide a copy of the report: _____

B. CONDITION OF PROPERTY

Check if any of the following apply. If so, explain in the notes section.

- | | |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> Stressed or denuded vegetation or unusual barren areas | <input type="checkbox"/> Evidence of oil or other chemicals in soil |
| <input type="checkbox"/> Discoloration, oil sheens, or foul/unusual odors | <input type="checkbox"/> Evidence of PCBs (electrical transformers, capacitors) |
| <input type="checkbox"/> Dump site | <input type="checkbox"/> Used for industrial purposes |
| <input type="checkbox"/> Tire/battery/chemical storage or disposal | <input type="checkbox"/> Evidence of toxic air emissions |
| <input type="checkbox"/> Storage drums | <input type="checkbox"/> Evidence of flood plains, wetlands or drainage |
| <input type="checkbox"/> Above or underground storage tanks; vent/filler pipes | <input type="checkbox"/> Evidence of endangered plants or wildlife |
| <input type="checkbox"/> Other (please describe): _____ | |

C. ADJACENT PROPERTIES

Check if any of the following apply. If so, explain in the notes section.

- To the best of your knowledge, do any of the conditions or situations described in (A) or (B) of this Section 5 apply to properties adjacent to the Property? yes no. If yes, please set out those conditions in the Notes section below**

Section 6 - PROPERTY EXPENSE BUDGET

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

A. Income	Period (Annual, Monthly or N/A)
1. Rent: _____	_____
2. Other: _____	_____
B. Expenses	
1. Real estate taxes: _____	_____
Date taxes are due: _____	
2. Utilities:	
Gas: _____	_____
Oil: _____	_____
Electric/Water/Sewer/Other: _____	_____

C. Services

- 1. Caretaker/ Property manager/landscaping: _____
- 2. Heating/cooling service contract/snow removal: _____
- 3. Pool service: _____
- 4. Common area charge (condominium): _____
- 5. Security: _____
- 6. Other: _____

D. Maintenance/Repairs: _____

E. Insurance*: _____

* Cost of insurance should be verified with insurance agent and should take into account any change in cost which may occur as a result of change of ownership or status of Property (e.g., from occupied to unoccupied).

F. Homeowners Association Dues: _____

TOTAL EXPENSES: _____

NET INCOME (Loss): _____

Section 7 - OTHER INFORMATION AND DOCUMENTATION – Please provide us with

copies of the following documents related to the Property, if applicable:

- Deed
- Appraisal (within 60 days of expected gift date)
- Any environmental analysis already completed
- A preliminary title insurance report
- A summary of current insurance coverage for the Property
- Survey
- Plat/map
- Most recent property tax bill
- Each promissory note, deed of trust, mortgage or other liens on the property
- Photo of Property
- Restricted Covenants/special uses/easements/permits (if any)
- Homeowners' Association bylaws, covenants or restrictions
- Each lease or other contract affecting the Property
- Property is income producing, the profit and loss statements for the two most recent years, if available
- Any special conditions (i.e. historic appearance commission regulations, etc.)
- A completed Designated Fund Agreement
- Any completed Gift Fund Agreement identified in the Designated Fund Agreement.

Section 8 - REPRESENTATIONS

By initialing each item and by signing below, the donors represent and warrants that with respect to the Property to the best knowledge of the donor:

- _____ The property and all operations thereon comply with applicable environmental laws, regulations and court or administrative orders;
- _____ There are no pending or threatened private or governmental claims or judicial or administrative actions relating to environmental impairment or regulatory requirements;
- _____ All necessary permits, licenses and government approvals have been obtained for use of the property;
- _____ There are no areas of the property where hazardous or toxic material or substances have either been disposed of, discharged or found;
- _____ There are no hazardous or toxic materials or substances on the property or in improvements constructed the property, and
- _____ The donor has legal title to the property with powers to sell or assign.

Section 9 – USE OF LEGAL COUNSEL

Use of Legal Counsel: The Foundation shall seek the advice of legal counsel in matters relating to the acceptance of gifts where appropriate. In addition, the Foundation recommends that donors retain separate counsel to represent their interests with respect to the gift of Property. Review by counsel is recommended for the Foundation for:

- Review of deeds that are subject to restrictions or buy-sell agreements.
- Review of all gifts involving contracts, such as bargain sales or other documents requiring the Foundation to assume an obligation.
- Review of all transactions with potential conflict of interest that may invoke IRS sanctions (including any transaction to which a Board Member of the Foundation is a party).
- Such other instances in which use of counsel is deemed appropriate by the gift acceptance officer.

** Are you aware of any other information concerning any part of the Property which might affect the value of the Property or the decision of the Foundation to accept the Property? If so, indicate below.

Additional Notes:

Signature(s)

I (we) hereby confirm that the information set forth in this document is true and accurate to the best of my (our) knowledge.

Signature

Date

Signature

Date

Mail **original signed copy** to: Foundation For The Carolinas, 220 North Tryon Street, Charlotte, NC 28202