



WILLIAMS REALTY GROUP

**9830 Bauer Drive
Indianapolis, IN 46280
317-574-5480 Office
317-829-2052 Fax
www.wr-group.com**

Due Diligence Process

- Prior to entering into any market, a list of recommended vendors shall be created by Grubb & Ellis Local (i.e. architects, engineers, counsel, zoning/municipality, etc.).
- During the due diligence process, Grubb & Ellis local shall be responsible for ordering and managing the due diligence process from a local presence (using WRG standard Development Checklist forms). All expenses shall be first approved by WRG. A minimum of two bids is needed for each service.
- The Grubb & Ellis local office will be responsible for creating marketing materials, project/identification signs, flyers, electronic media with prior written approval of content and materials from WRG.
- A minimum of two monthly conference calls shall be scheduled with WRG, Grubb & Ellis Indianapolis, and the local “market” office to discuss leasing updates, due diligence progress, and resolution of problems.
- The Grubb & Ellis local “market” office shall be responsible for attending all local development plan (TAC) reviews on behalf of WRG in conjunction with local counsel, engineering and zoning counsel. A summary of each meeting shall be submitted to WRG within five business days.
- As each site is purchased, Grubb & Ellis Local will continue leasing and marketing activities until a pre-determined stabilized occupancy is achieved.
- As per the Representation Agreements, Grubb & Ellis Local will be entitled to all standard and negotiated commissions plus bonuses (per the “Bonus Commission Schedule”) at closing.
- All lease commissions shall be paid upon ½ at lease signing and ½ when Tenant is open for business under a separate Lease Agreement.



WILLIAMS REALTY GROUP

**9830 Bauer Drive
Indianapolis, IN 46280
317-574-5480 Office
317-829-2052 Fax
www.wr-group.com**

Initial Site Presentation

- Aerial Photographs
- Property Photographs (360 degree)
- A preliminary site plan or available marketing materials
- Site Summary – Explaining the proposed use which will include an access analysis and an overview of Trade area and Market
- Demographic Information within 1,3,5 miles and/or a drive time analysis
- Traffic Counts
- Existing Zoning plus typical development fees and costs, development commitments, Delcarations, Covenants and Restrictions (DCR's) and Reciprocal Easement Agreements (REA's). Please include a copy of the relevant local zoning classification ordinance.
- Permits, fees, EDU or environmental impact fees – identify any fees/costs

Procedural:

Once packets are filtered from Grubb & Ellis Indianapolis office and delivered to WRG. WRG shall perform cost analysis/and internal site analysis. Once site is approved by WRG, an on-site development inspection with local Grubb & Ellis broker is scheduled.

Initial packets are to be delivered to Scot Courtney or Bob Lindgren at the Harding Dahm Grubb & Ellis Indianapolis office for an initial review. Once the package has been reviewed by Harding Dahm Grubb & Ellis Indianapolis, it will be forwarded within five business days to the Williams Realty Group for internal review. A site visit will be scheduled by Williams Realty Group directly with Grubb & Ellis in the local market. If a site is rejected, Williams Realty Group will issue a letter outlining their criteria for rejection to both Harding Dahm Grubb & Ellis and the Grubb & Ellis local market office contact.

INITIAL SITE PRESENTATION CONT'D.

Competition:

<u>Name of Center or Store:</u>	<u>Type:</u>	<u>RR PSF:</u>	<u>CAM</u>	<u>Taxes</u>	<u>%Leased</u>
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____	_____

Restrictions: _____

DCR's/REA's: _____

Building Permit Fees: _____

**EDU's
(Environmental Discharge Units):** _____

Common Utility Fees: _____

Comments: _____

