



ELLSWORTH
CONSTRUCTION SERVICES
STRATEGY. PLANNING. PERFORMANCE.

ELLSWORTH INSIGHTS™
ASSET DISPOSITION SERIES

IS YOUR HOTEL READY TO SELL?

FIRST IMPRESSIONS MATTER. PREPARATION PAYS.



A well-prepared hotel attracts more qualified buyers, drives higher offers, and leads to smoother transactions. Use this checklist to evaluate your property's overall readiness and identify key areas that influence value.



PRE-SALE READINESS CHECKLIST

Use this checklist to ensure your property is well-positioned for a successful sale.



**PROPERTY CONDITION
ASSESSMENT COMPLETED**

A current PCA is completed and summarizes the condition of major building systems and components.

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**5-YEAR CAPITAL PLAN
PREPARED**

A detailed capital plan outlines anticipated expenses and helps buyers understand future needs.

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**DEFERRED MAINTENANCE
IDENTIFIED AND BUDGETED**

Known repairs and replacements are documented with cost estimates.

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**FINANCIAL STATEMENTS
ORGANIZED**

Three years of financials and operating statements are complete, accurate, and ready to share.

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**OPERATING METRICS
REVIEWED**

Key performance indicators are analyzed and performance trends are clearly documented.

☐

**BUILDING SYSTEMS
EVALUATED**

HVAC, roof, plumbing, electrical, elevators and other critical systems are inspected and documented.

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**BROKER / ADVISOR
ENGAGED**

An experienced broker or advisor is engaged early to guide positioning and marketing strategy.

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**WARRANTIES AND SERVICE
CONTRACTS COMPILED**

All transferable warranties and active service agreements are organized and up to date.

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**BRAND COMPLIANCE
VERIFIED**

Property is in compliance with brand standards and PIP requirements.

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**ADA / CODE COMPLIANCE
REVIEWED**

ADA and building code compliance is confirmed and any issues are addressed.

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**ENVIRONMENTAL REPORTS
(IF REQUIRED)**

Phase I ESA or other required environmental reports are completed and available.

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**TITLE, SURVEYS, AND LEGAL
DOCUMENTS READY**

Title report, survey, legal documents, and other required records are prepared.

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**VENDOR AND SUPPLIER
LISTS UPDATED**

Key vendors, suppliers, and contacts are documented for a smooth transition.

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**PROFESSIONAL PHOTOS AND
MARKETING MATERIALS READY**

High-quality photos and current marketing materials highlight the property's strengths.

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