



Data Request for Quotation

Thank you for your interest in KATS M & E and allowing us the opportunity to provide services -- Our *multi-disciplinary* valuation and consulting services may be provided on a separate basis, or coordinated together depending on your specific requirements. Data requested herein is necessary to identify an appropriate Scope of Work.

Upon receipt of sufficient data, we will provide a Quote identifying our estimated range of fees and our anticipated timing to complete the project.

At a minimum, we need to know the following:

For Each Project

- What services do you need:
 - M & E Valuation and / or Consulting
 - Appraisal Review and / or Management
 - Inventory Valuation and / or Consulting
 - Real Estate Valuation and / or Consulting
- Intended Use for appraisal
 - Commercial Lending
 - Financial Reporting
 - Purchase / Sale Considerations
 - Other ?
- Intended Users of the appraisal
- Who is the Client (Fiduciary Confidentiality)
- Who will pay our Fees
- What is the Effective Date of Value
- What valuation concept(s):
 - Value In Use
 - Fair Market Value - In Continued Use
 - Fair Value
 - Value In Exchange
 - Fair Market Value Removed
 - Orderly Liquidation Value Removed
 - Forced Liquidation Value via Auction
- How many separate locations and where are they
 - M & E
 - Inventory
 - Real Estate

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- Is the appraiser required to personally observe the assets
- Timing;
 - How soon do Draft Schedules need to be submitted
 - When does the Project need to be TOTALLY completed

Machinery & Equipment Appraisal

- Type of assets and how are they utilized
- **Provide an Asset Listing** / Description for our initial review
 - Depreciation Schedule
 - Insurance Listing
 - Previous Appraisal
 - Or an Internal Asset Listing with detail as appropriate
- Asset Threshold: Only appraise assets >
 - \$50,000
 - \$25,000
 - \$5,000
 - Should Minor Assets be included via Lot
- If personal observation is required
 - Do all assets need to be observed
 - Does the Asset Data need to be independently verified
- Does the Operating Condition need to be independently verified
- Does the Preventive Maintenance need to be independently verified

Appraisal Review

- Provide Original Appraisal Report with all supporting documents and attachments
- Provide Original Engagement Letter
- Do you require an independent Opinion of Value
 - Sampling of Significant Assets
 - All Assets

Inventory Appraisal

- Briefly describe the company business:
 - Is company a retailer, manufacturer or distributor?
- How many inventory locations are there?
 - Where are they located (City and State)

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- What are the inventory levels (in dollars) at each location?
- Is the inventory tracked on a perpetual system?
 - If not, how is it tracked?
- Where are the records kept?
- Provide a summary description of the products produced at each of the locations/divisions.
 - Is a current inventory composition by SKU at cost available?
 - Is it available electronically?
- Provide the amount of inventory in the distribution center as a percent of the total inventory.
- Are inventory levels by month for the most recent twelve months available?
 - Is inventory turnover by SKU available?
 - Is this available electronically?
- Is a Stock Status Report as of latest month-end broken down as follows available?
 - Raw materials by type
 - Work-In-Progress
 - Finished goods
 - Is this information available electronically?
- Provide a summary breakdown (in dollars) of the inventory by location.
 - Further broken down by:
 - Raw material
 - WIP
 - Finished goods
 - Is this information available electronically?
- Identify the software programs used.

Real Estate Appraisal

- Site
 - Information Sources:
 - Total Site Size:
 - Usable Site Size:
 - Site Shape:
 - Road Frontage/Access:
 - Site Topography:
 - Utilities:
 - Site Improvements:
 - Flood Zone:

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Corporate Office
212 N Main St, Nicholasville, KY 40356
www.katsme.com

Louisville Office
2808 Rosewood Road, Louisville, KY 40031
855 466-4200



- Easements/Encroachments:
- Zoning:
- Other:
- Site Comments:
- Improvements
 - Property Type:
 - Construction:
 - Year Built:
 - Condition:
 - Size:
 - Gross Building Area: GBA
 - Net Leasable Area: NLA
 - Space Allocation:
 - (Above Grade)
 - Use / Area / Percent
 - (Below Grade)
 - Use / Area / Percent
- Foundation, Frame & Exterior
 - Foundation/Basement:
 - Foundation/Frame:
 - Exterior:
 - Roof:
 - Service Access/Loading Docks:
 - Elevators:
 - Other:
 - Other:
- Interior
 - Interior Finish:
 - Ceilings & Ceiling Height:
 - Partitions/Interior Framing:
 - Floor Cover:
 - Doors:
 - Restrooms:
 - Kitchens:
 - Interior Parking:
 - Other:
 - Other:
- Mechanical Systems
 - Heating/HVAC:
 - Cooling/Air Conditioning:

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- Hot Water:
- Electrical:
- Plumbing:
- Sprinkler:
- Other:
- Other:
- Site Improvements
 - Parking:
 - Lighting:
 - Drainage:
 - Landscaping:
 - Other:
 - Other:

For further information, or to discuss questions regarding your project, please contact our Senior Appraiser directly:

Joel D. Gonia, ASA – ARM & MTS / M & E

Senior Review Appraiser

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