

SELLING REIT

Deal Template for Data Room Folder Structure

- 📁 **1. Executive Summaries**
 - 📁 1.1. Confidential Information Memorandum.pdf
 - 📁 1.2. Merger Strategy Overview.pptx
 - 📁 1.3. Executive Summary of Combined Entity.pdf
- 📁 **2. Merger Agreements**
 - 📁 2.1. Merger Agreement Drafts and Final.pdf
 - 📁 2.2. Joint Venture Agreements (if any).pdf
 - 📁 2.3. Closing Checklist.pdf
 - 📁 2.4. Post-Merger Integration Plan.pptx
- 📁 **3. Financial Documents**
 - 📁 3.1. Audited Financial Statements
 - 📁 3.1.1. Balance Sheets.xlsx
 - 📁 3.1.2. Income Statements.xlsx
 - 📁 3.1.3. Cash Flow Statements.xlsx
 - 📁 3.2. Tax Information
 - 📁 3.2.1. Tax Returns (Last 5 Years).pdf
 - 📁 3.2.2. REIT Compliance Documentation.pdf
 - 📁 3.3. Pro Forma Financials
 - 📁 3.3.1. Combined Pro Forma Statements.xlsx
 - 📁 3.3.2. Financial Forecasts and Projections.xlsx
- 📁 **4. Property Portfolios**
 - 📁 4.1. Property Listings
 - 📁 4.1.1. Development Properties.pdf
 - 📁 4.1.2. Investment Properties.pdf
 - 📁 4.2. Property Management
 - 📁 4.2.1. Property Management Agreements.pdf
 - 📁 4.2.2. Operating Statements for Each Property.xlsx
- 📁 **5. Asset Appraisals and Valuations**
 - 📁 5.1. Recent Appraisals
 - 📁 5.1.1. Commercial Properties.pdf
 - 📁 5.1.2. Residential Properties.pdf
 - 📁 5.2. Historical Valuation Reports.pdf
 - 📁 5.3. Market Analysis Reports.pdf
- 📁 **6. Legal Documents**
 - 📁 6.1. Title Deeds and Ownership Records.pdf
 - 📁 6.2. Zoning and Land Use Permissions.pdf
 - 📁 6.3. Environmental Impact Assessments.pdf
 - 📁 6.4. Litigation and Legal Disputes
 - 📁 6.4.1. Ongoing Litigation Documents.pdf

- 6.4.2. Resolved Litigation Cases.pdf

7. Compliance and Regulatory Documents

- 7.1. REIT Compliance Files
 - 7.1.1. REIT Status Maintenance Documents.pdf
 - 7.1.2. SEC Filings for REIT Compliance.pdf
- 7.2. Regulatory Filings and Correspondence
 - 7.2.1. SEC Filings - 10Ks and 10Qs.pdf
 - 7.2.2. Local Regulatory Compliance Documents.pdf

8. Contracts and Agreements

- 8.1. Lease Agreements
 - 8.1.1. Commercial Leases.pdf
 - 8.1.2. Residential Leases.pdf
- 8.2. Service Contracts
 - 8.2.1. Vendor Agreements.pdf
 - 8.2.2. Utility Service Contracts.pdf

9. Development Projects

- 9.1. Ongoing Development Project Details
 - 9.1.1. Project Plans and Specifications.pdf
 - 9.1.2. Construction Budgets.xlsx
- 9.2. Proposed Developments
 - 9.2.1. Feasibility Studies.pdf
 - 9.2.2. Pre-approval Documentation.pdf

10. Human Resources

- 10.1. Employee Information
 - 10.1.1. Organizational Structure.pptx
 - 10.1.2. Employee Contracts.pdf
 - 10.1.3. Compensation and Benefits Details.xlsx
- 10.2. Labor Agreements.pdf

11. Tenant and Occupancy Information

- 11.1. Tenant Rolls
 - 11.1.1. Tenant Directory.pdf
 - 11.1.2. Rent Roll.xlsx
- 11.2. Occupancy and Vacancy Reports.xlsx

12. Insurance Policies

- 12.1. Property Insurance
 - 12.1.1. Insurance Certificates.pdf
 - 12.1.2. Claims History.pdf
- 12.2. Liability Insurance Documentation.pdf

13. Marketing and Sales

- 13.1. Marketing Strategies
 - 13.1.1. Marketing and Sales Plans.pptx
 - 13.1.2. Advertising Materials.zip
- 13.2. Sales Reports and Analysis.xlsx

14. Additional Documents

- 14.1. Due Diligence Q&A
 - 14.1.1. Submitted Questions.xlsx
 - 14.1.2. Responses to Questions.pdf
- 14.2. Ancillary Agreements
 - 14.2.1. Right of First Refusal Agreements.pdf
 - 14.2.2. Option Agreements.pdf

15. Advisory and Consultant Reports

- 15.1. Economic Impact Studies.pdf
- 15.2. Real Estate Market Trends Reports.pdf