

Brief economic analysis and forecast for the future of the Atlanta area.

- _____ Jobs/employment especially in services
- _____ major industries and employers
- _____ growth
- _____ economic conditions that will affect demand for office in the near future

Atlanta Class B office market and the North metro submarket where the building is located.

- _____ supply of office (recent completions, existing, under construction, planned),
- _____ annual absorption rate,
- _____ current occupancy and trends in vacancy rates,
- _____ rents,
- _____ operating expenses,
- _____ recent selling prices (capitalization rates, price per square foot
- _____ appreciation/depreciation in property values or changes in prices over time.
- _____ data from 2006/2007 on Class B, Atlanta, Perimeter/Alpharetta/400 submarket

_____ Project description

Financial analysis

- _____ Assumptions listed and explained, logical
- _____ Market rents, vacancies, OE, debt service
- _____ Increases at inflation or in line with economic analysis
- _____ Discount rate and reasoning
- _____ Calculations of cash flow
- _____ Calculations of sale
- _____ Calculations of IRR, NPV, ratios
- _____ Calculation of present value

Conclusions

- _____ Follow from background and calculations

Organization and writing

- _____ Headings
- _____ One idea per paragraph
- _____ Transitions between sentences and paragraphs
- _____ Logical organization
- _____ Clear sentences
- _____ Correct grammar, punctuation and spelling
- _____ Data referenced in report, citations
- _____ Cover letter
- _____ Executive summary
- _____ Tables labeled and referred to in text
- _____ Pages numbered

Drafts submitted

- _____ 1
- _____ 2

Final report on time
