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 Final report on time

_____ 1

_____ 2