

CAM - Apartment Community Analysis Evaluation Form



Community Analysis Prepared By: _____

Date: _____

Evaluation Conducted By: _____

Date: _____

Item	Description	Pos. Pts.	Awd. Pts.	Evaluator Comments
I	Cover, Title Page and Index Includes Property, Client, Preparer, and Date, Quality of Presentation	10		
II	Transmittal Letter Includes purpose, description of process, and conclusion/recommendations.	10		
III	Description of Property Includes a narrative written as if the reader has no knowledge of the property which describes the attached exhibits including general information about the apartment community, geographical map (s), residential profiles, floor plans, pricing policies, newsletters, etc.	15		
IV	Regional & Neighborhood Data Includes a two-part narrative describing the 1.) region; 2.) neighborhood; each relating how they impact the property. Includes full regional economy and local neighborhood specifics and exhibits. Contains recommendations and a conclusion.	20		
V	Market Analysis Includes a narrative featuring a detailed comparison with two (2) nearby competitors. Includes Community Comparison Evaluation forms, Vacancy and Demand grid, rent schedules, analysis of significant differences and conclusions/recommendations.	20		
VI	Financial Data Includes a Narrative that describes the Community's financial condition. Must include analysis of rent and all income, cash flow statement, budget, operating statement, income and expense analysis, payroll and job descriptions, capital replacement grid, financial conclusions and recommendations.	65		
VII	Economic Benefits Through Alternatives Includes a narrative that evaluates each of the four alternatives. Justifies and support the benefits of any alternative selected with recommendations and conclusions.	25		
VIII	Conclusion and Recommendations Includes a narrative with overriding and specific short and long term recommendations, an explanation/rationale for recommendations, a basis for the recommendations, including any bids. Conclusions match those in the Letter of Transmittal. Bibliography of resources used in analysis.	25		
IX	Format and Packaging Includes all eight (8) sections of the report, report bound in three-ring binder with dividers. Text is legible with readable font. Content is free from grammatical and spelling errors. Content is written in the participant's own style. Report shows serious thought and reflection with adequate level of detail.	10		
TOTAL POINTS		200		

