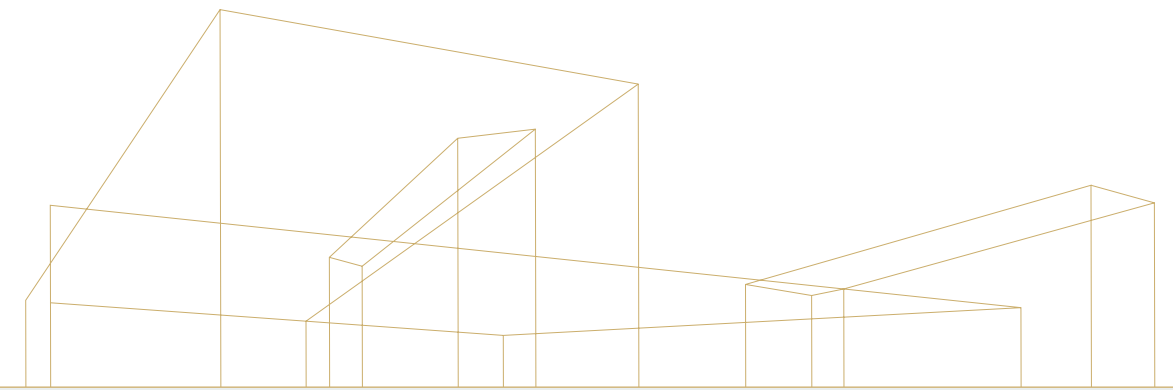


BUILDING SALE PROCESS



Sign Agreement

Sign listing agreement

PHASE 01



Assemble Property Info

Order preliminary title

Gather all leases, records,
and agreements

Review all building plans

PHASE 02

Review survey

Determine if environmental
study is necessary

Order independent roofing report

Investigate city road construction
plans, LID's, etc

Determine highest and best use

Survey condition of building



Target

Develop target list of buyers

PHASE 03

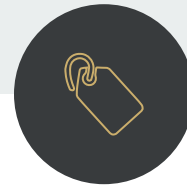


Assemble Marketing Materials

Web based and paper
based packages

Order property signage

PHASE 04



Final Determination of Value

Use, income, cost and
market approaches

Value is subject to roof and
environmental reports

PHASE 05



Complete Market Comparisons

Competing properties for sale

Comparable sold properties

Comparable completed leases

PHASE 06



Listings

Enter property into all electronic
multiple listing Associations

CBA, Costar, Loopnet and
officespace.net

PHASE 07



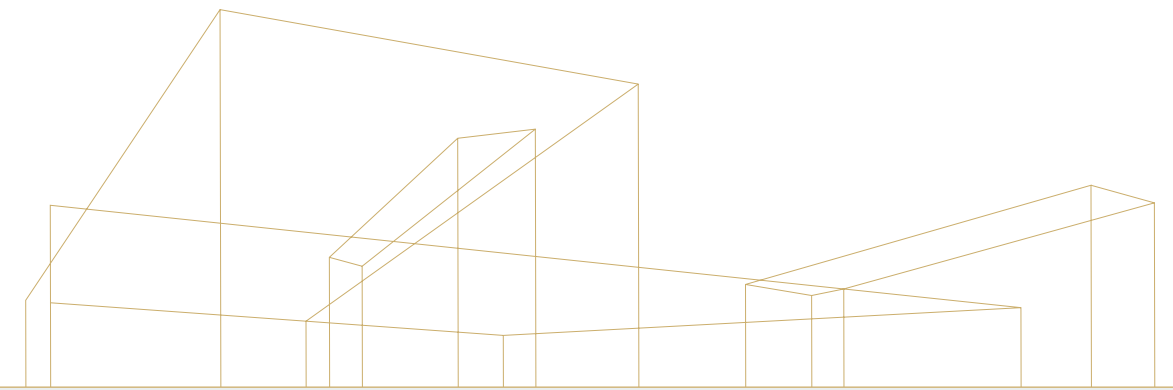
Conduct Marketing Efforts

Utilize web page to reach
all brokers

Utilize direct mail and cold calling
to selected buyers (on-going effort)

PHASE 08

BUILDING SALE PROCESS



Open House

Conduct broker open house

PHASE 09



Tours

Conduct property tours

PHASE 10



Complete Purchase and Sale Agreement

Negotiations with selected buyer

PHASE 11



Select Finalists

Respond to multiple or a single offer depending on deal strength

PHASE 12



Analysis

Prepare financial and deal point analysis of competing offers

PHASE 13



Offers

Receive and review offers

PHASE 14



Prepare

Prepare time table for due diligence benchmarks

Order title

monitor buyer's due diligence

PHASE 15



Inspect

Inspect closing documents prior to scheduled closing

PHASE 16



Close

Sale closes

PHASE 17