LINEAR RESPONSIBILITY MATRIX

PROPERTY _____

TASK DESCRIPTION	DEVELOPMENT	FINANCING	APPRAISER	CONSTRACTOR	CONST. MGR.	ARCHITECT	ENGINEERS	CONSULTANTS	MANAGEMENT	MARKETING	LEGAL	ACCOUNTING
DETERMINE DEVELOPMENT CONCEPT	X											
SITE SELECTION ACTIVITY:												
FIND LAND PARCEL	X											
OBTAIN ATTORNEY	X											
IF ZONING IS REQUIRED:	X										X	
MEET WITH COUNTY OFFICIALS	X										X	
MEET WITH NEIGHBORHOOD GROUPS	X										X	
MEET WITH PLANNING BOARD	X										X	
CONTRACT FOR THE PROPERTY	X										X	
ADVANCE EARNEST MONEY	X											
COMPLETE TITLE SEARCH											X	
PUT UP EARNEST MONEY DEPOSIT	X											
SELECT LIST OF POTENTIAL TEAM PLAYERS	X											
INTERVIEW AND CONTRACT WITH TEAM PLAYERS	X											
COMPLETE SURVEY							X					
COMPLETE TOPOGRAPHIC SURVEY							X					
COMPLETE SOILS TEST							X					
ORDER/REVIEW PROJECT STUDIES:	X											
ENVIRONMENTAL STUDIES								X				
GEO-TECHNICAL STUDY								X				
WETLAND STUDY								X				
TRAFFIC STUDY								X				
PRELIMINARY CONSTRUCTION COSTS				X	X							
MARKET STUDY	X								X	X		
REVIEW DOT REQUIREMENTS					X		X					
DETERMINE PROCEED/QUIT DECISION	X											
PRE-DEVELOPMENT ACTIVITY:												
PRELIMINARY SITE SCHEMATICS				X								
DRAFT PRELIM. DEVELOPMENT & OPERATING PRO-FORMAS	X											
PUT TOGETHER LENDER PACKAGE		X										
OBTAIN PRELIMINARY LENDER FINANCING INTEREST		X										
PUT TOGETHER INVESTOR PACKAGE		X										
OBTAIN/REVIEW APPRAISAL		X	X									
DETERMINE LENDER/OBTAIN LOAN COMMITMENT		X										
PUT UP LENDER COMMITMENT FEE	X											
IF PRE-SALE/LEASING REQUIRED:												
PREPARE LEGAL DOCUMENTS FOR SALE/LEASE						X	X					
DRAFT MARKETING STRATEGY						X						
PREPARE MARKETING BROCHURES						X						
PREPARE MARKETING BUDGET						X						
OBTAIN MAJOR TENANT INTEREST						X						
SIGN PRE-LEASES/SALES	X					X						
COMPLETE WORKING DRAWINGS & SPECIFICATIONS				X								
PRICE OUT/REVIEW CONSTRUCTION COSTS			X									
COMPLETE VALUE ENGINEERING	X		X	X	X	X						
MAKE FINAL GENERAL CONTRACTOR SELECTION	X			X								
FINALIZE DEVELOPMENT & OPERATING PRO-FORMAS	X											
MAKE "GO" OR "NO GO" DECISION	X	X	X	X	X	X	X	X				
IF "NO" REQUEST EARNEST MONEY DEPOSIT	X											

LINEAR RESPONSIBILITY MATRIX

PROPERTY _____

TASK DESCRIPTION	DEVELOPMENT	FINANCING	APPRAISER	CONSTRACTOR	CONST. MGR.	ARCHITECT	ENGINEERS	CONSULTANTS	MANAGEMENT	MARKETING	LEGAL	ACCOUNTING
PRE-CLOSING ACTIVITY:	X											
SET UP OWNERSHIP IDENTITY	X											
ORDER TAX I.D. NUMBER	X											
SET UP BANK ACCOUNTS	X											
REVIEW ALL LOAN DOCUMENTS	X	X									X	
CLOSE PROPERTY/LOAN	X										X	
SET UP DEVELOPMENT FILES	X											
POST LOAN CLOSING ACTIVITY:												
CONSTRUCTION ACTIVITIES:												
OBTAIN ALL BUILDING/DEVELOPMENT/DEVELOPMENT PERMITS				X								
OBTAIN ALL BUILDER RISK POLICIES				X								
OBTAIN COMPLETION BOND				X								
COMMENCE CONSTRUCTION				X								
REVIEW CONSTRUCTION SCHEDULE				X	X							
REVIEW CHANGE ORDERS				X	X							
REVIEW LIEN WAIVERS				X	X							
REVIEW CONSTRUCTION DRAW REQUESTS				X	X							
OBTAIN G.C. COMPLETION CERTIFICATE				X								
OBTAIN CERTIFICATE OF OCCUPANCY				X								
COMPLETE PUNCH LIST	X			X	X							
REVIEW G.C. OPERATING MANUAL	X				X							
COMPLETE ALL WARRANTY WORK				X								
MANAGEMENT ACTIVITY:												
ESTABLISH ACCOUNTING CONTROLS									X			
ESTABLISH MANAGEMENT POLICIES									X			
ESTABLISH MAINTENANCE POLICIES									X			
PREPARE YEARLY OPERATING BUDGETS									X			
PREPARE YEARLY CAPITAL EXPENDITURE BUDGETS									X			
PREPARE YEARLY TAX RETURNS												X
MARKETING ACTIVIY:												
IMPLEMENT MARKETING PLAN									X	X		
OBTAIN/REVIEW & SIGN LEASES	X								X			
TENANT BUILD-OUT ACTIVITY:												
DESIGN/REVIEW TENANT SPACE				X								
COST OUT T.I.				X								
BUILD-OUT SPACE				X								
PUNCH-LIST				X								
OBTAIN CERTIFICATE OF OCCUPANCY				X								
MOVE-IN TENANT									X			
COLLECT TENANT CHARGES									X			
RESALE ACTIVITY:												
DETERMINE ASKING PRICE	X									X		
DETERMINE IF BROKER USED	X											
INTERVIEW & SELECT BROKER	X											
PREPARE LIST OF POTENTIAL PURCHASERS	X									X		
COLLECT PURCHASE OFFERS	X									X		
NEGOTIATE OFFERS	X									X		
REVIEW TAX RAMIFICATIONS	X											X
CONTRACT FOR PROPERTY	X										X	
CLOSE PROPERTY	X										X	
IF REQUIRED COLLECT MORTGAGE PAYMENTS	X											