

Instructions

- * Enclosed you will find three separate forms

Data Needs List For Petroleum Properties

Operations Questionnaire

Fuel Storage/Delivery Equipment Questionnaire

- * To provide the best service to you, each of the forms needs to be completed thoroughly and as soon as possible.
- * The forms appear long because they are designed to cover all of the oddball situations we've run into after doing this property type for so many years. However, not everything on each form is applicable to every situation, so do not be too shocked at their length.

Important !!!

- * We do not expect you to do outside research to answer the questions.
- * Only rely on the information in your possession.
- * Do not provide tax returns or balance sheets.
- * If any of the requested data can be provided in electronic format, please deliver it in that format!

Returning the Forms To Us:

- * E-mail: cgaskins@petroadvisors.com
- * Fax: (503) 670-1616
- * Mail and package delivery:

Petroleum Realty Advisors, Inc.

4742 Liberty Road South, #348

Salem, Oregon 97302

Data Needs List

(1)	Prior appraisal/consulting reports If the property has been appraised within the last five to seven years, provide a copy of that report.	-	<input type="checkbox"/> Information delivered	<input type="checkbox"/> Information does not exist
(2)	Title report Provide a copy of the most recent title report.	-	<input type="checkbox"/> Information delivered	<input type="checkbox"/> Information does not exist
(3)	Blueprints All prints will be returned to you once our appraisal is completed.	-	<input type="checkbox"/> Information delivered	<input type="checkbox"/> Information does not exist
(4)	Historical/proposed construction costs If capital improvements were done in the last 5 to 7 years or there is proposed construction, we need that cost information (by major category, not a receipt-level of detail.)	<input type="checkbox"/> Does not apply to the subject	<input type="checkbox"/> Information delivered	<input type="checkbox"/> Information does not exist
(5)	Start/end dates on any proposed/completed construction If the subject is proposed at this time, indicate when construction is expected to commence and when you expect the station to open for business. If the subject is an existing facility, but underwent construction over the last five years or will undergo construction, please indicate when the station closed/will close and when it re-opened/will re-open for business.	<input type="checkbox"/> Does not apply to the subject	<input type="checkbox"/> Information delivered	<input type="checkbox"/> Information does not exist
(6)	Equipment invoices Vendors such as Ace Tank, Mascott, and NW Pump provide detailed summaries of the equipment specified in their bids. If such a list is available, that is what we are seeking. If you have bid specifications for c-store, canopy, and/or car wash construction, we need that as well.	-	<input type="checkbox"/> Information delivered	<input type="checkbox"/> Information does not exist

Data Needs List

(7)	Equipment survey Complete the enclosed "Fuel Storage/Delivery Equipment Questionnaire" to the best of your ability.	-	<input type="checkbox"/> Information delivered	-
(8)	Tank and line tightness reports Provide copies of the most recent tank and line tightness test reports done at the subject.	-	<input type="checkbox"/> Information delivered	<input type="checkbox"/> Information does not exist
(9)	Environmental assessment report If any environmental assessments were done in the last 10 years, provide complete copies of them.	<input type="checkbox"/> Does not apply to the subject	<input type="checkbox"/> Information delivered	-
(10)	No further action letter If a no further action letter has been issued, provide a copy of it.	<input type="checkbox"/> Does not apply to the subject	<input type="checkbox"/> Information delivered	-
(11)	Listing information If the subject has been listed for sale, provide a copy of the listing agreement. We need to know the listing period, listing price, terms of sale, real estate agent, and contact phone numbers.	<input type="checkbox"/> Does not apply to the subject	<input type="checkbox"/> Information delivered	-
(12)	Current purchase/sale agreement If the appraisal is being done for a purchase, provide the current purchase and sale agreement complete with all addenda, including the earnest money agreement.	<input type="checkbox"/> Does not apply to the subject	<input type="checkbox"/> Information delivered	-
(13)	Other purchase offers If there have been any offers to purchase the subject property, solicited or unsolicited, we need copies of those offers.	<input type="checkbox"/> Does not apply to the subject	<input type="checkbox"/> Information delivered	-

Data Needs List

(14)	Monthly fuel gallonages for the last three calendar years and YTD			
	<u>Retail stations:</u> gross gallonage figures are acceptable, but if volumes broken down by diesel/gas are available, that is preferred.	<input type="checkbox"/> Does not apply to the subject	<input type="checkbox"/> Information delivered	-
	<u>Cardlocks:</u> volumes need to be broken out between domestic and foreign, and between diesel and gasoline, for a total of four volume figures per month. We do not need gallonage across the network, as we are only interested in fuel gallons pumped through the subject cardlock being appraised.	<input type="checkbox"/> Does not apply to the subject	<input type="checkbox"/> Information delivered	-
	<u>Proposed stations:</u> provide projected fuel volumes.	<input type="checkbox"/> Does not apply to the subject	<input type="checkbox"/> Information delivered	-
(15)	Monthly non-fuel sales for the last three calendar years and YTD			
	Sales figures need to be broken out between major profit centers (c-store, car wash, service bays, etc.). If the subject is proposed at this time, then this request is for projected non-fuel sales by dollar amount by month.	<input type="checkbox"/> Does not apply to the subject	<input type="checkbox"/> Information delivered	-
(16)	Monthly B&O/excise tax returns for the last three calendar years and YTD			
	This item only applies to stations in Washington state.	<input type="checkbox"/> Does not apply to the subject	<input type="checkbox"/> Information delivered	-
(17)	Income statements for the last three calendar years and YTD.			
	Please include the accountant/bookkeeper's contact information.	-	<input type="checkbox"/> Information delivered	-
(18)	Fuel supply agreement/contract			
	Provide a complete copy of the supply agreement. Note that we do not need master supply contracts between jobbers and major oil companies.	-	<input type="checkbox"/> Information delivered	<input type="checkbox"/> Information does not exist

Data Needs List

(19)	Imaging/amortization loan documentation			
	If a jobber or oil company provided any branding incentives or imaging loans, then provide a copy of all those agreements.	<input type="checkbox"/>	Does not apply to the subject	<input type="checkbox"/>
			Information delivered	-

(20)	Lease agreements			
	<u>Ground</u> : if there is a ground lease present, provide that agreement.	<input type="checkbox"/>	Does not apply to the subject	<input type="checkbox"/>
			Information delivered	-
	<u>Facility</u> : if the entire facility is leased out, provide a copy of that agreement.	<input type="checkbox"/>	Does not apply to the subject	<input type="checkbox"/>
			Information delivered	-
	<u>Equipment</u> : if there is any leased equipment other than the POS, provide those agreements.	<input type="checkbox"/>	Does not apply to the subject	<input type="checkbox"/>
			Information delivered	-
	<u>Tenancies</u> : if there are any tenants or subtenants such as quick-service restaurants, service bays, coffee wagons in the parking lot, etc., we need copies of the <i>executed</i> lease agreements. Note that if the lease is an in-house arrangement and not an arms-length transaction, then we do not need the lease.	<input type="checkbox"/>	Does not apply to the subject	<input type="checkbox"/>
			Information delivered	-

The following items **ONLY** apply to bulk plants:

(21)	SPCC Plan			
	Provide a complete copy of the SPCC plan. If the bulk plant is not subject to SPCC requirements, provide documentation as to why.	<input type="checkbox"/>	Does not apply to the subject	<input type="checkbox"/>
			Information delivered	-

(22)	Site plan and volume/product information			
	Provide a site plan and spreadsheet that shows the location of all storage tanks, their storage capacity, and products stored.	<input type="checkbox"/>	Does not apply to the subject	<input type="checkbox"/>
			Information delivered	-

(23)	Annual volumes			
	Provide annual through-flow figures by tank/product type for the last three years.	<input type="checkbox"/>	Does not apply to the subject	<input type="checkbox"/>
			Information delivered	-

Operations Questionnaire

Labor and Operations

Normal hours of operation

Are there seasonal changes in the hours of operation

Yes / No, the hours stay the same across the year

If so, what are the hours of
operation after the seasonal change

If so, when do the hours change,
and when do the change back

If open 24/7, is that contractually required or by choice

Contract / Choice

of full-time employees

of part-time employees

Comments on employee longevity/turnover

How many hours per week do the owners work at the station

Describe the owner's labor contributions

Does the owner take a salary/payroll that
shows up on the station's income statements

Yes / No

If so, how much

Operations Questionnaire

ePOS and PCI Compliance

What make/model is the electronic point of sale system

Is it leased or owned

Leased / Owned

If it is leased, how much is the lease payment

Has the ePOS been upgraded to be PCI compliant

Yes / No

If so, when was the ePOS upgraded

Have the MPDs been upgraded to be PCI compliant

Yes / No

If so, when were the MPD PCI upgrades completed

About how much was spent on the
PCI upgrades (both MPDs and ePOS)

Sales

Is lottery/gambling present:

Online

Yes / No

Scratch its/pull tabs

Yes / No

Other (please explain)

Is liquor sold on-site:

Beer

Yes / No

Wine

Yes / No

Hard alcohol

Yes / No

Does the store accept EBT? (i.e. Oregon Trail/Quest Card)

Yes / No

Is there an ATM present

Yes / No

If so, is the ATM owned or leased

Owned / leased

Operations Questionnaire

Credit cards

Do all credit cards get run through
the major oil company's network

Yes / No

If not, does the site have a secondary
credit card processing system

Yes / No

What sales are run through
the secondary system

Is the secondary processing
system leased or owned

Leased / Owned

Supply contract

How many years/months are
currently left on the supply contract

Did the site receive ammo/imaging incentive monies

Yes / No

Is so, what is the current balance
on that contingent liability

Is the site currently receiving cent-per-gallon
(CPG) rebates/incentives

Yes / No

Are those CPG monies reflected
in the income statements

Yes / No

When do you expect the site to
stop receiving the CPG Monies

Fuel Storage/Delivery Equipment Questionnaire

Site Reference:

Site #, address, or common name

Canopy

Original construction date

Last re-image date

Dimensions: width

Dimensions: length

Area, square feet

Clear height

C-Store/Building

Original construction date

Last re-image date

Fuel Storage/Delivery Equipment Questionnaire

Underground Storage Tanks, Part 1

Tank #	Example #1	Example #2	Tank #1	Tank #2	Tank #3	Tank #4
Gross size, in 1,000s of gallons: (Enter # between 100 and 40,000)	12,000 gallons	15,000 gallons				
Split-compartment tank? (Select yes or no)	No	Yes				
What product is stored in this tank?	Regular unleaded	-				
Gross size of compartment #1: (Enter # between 100 and 40,000)	-	8,000 gallons				
What product is stored in this tank compartment?	-	Regular unleaded				
Gross size of compartment #2: (Enter # between 100 and 40,000)	-	4,000 gallons				
What product is stored in this tank compartment?	-	Midgrade Unleaded				
Gross size of compartment #3: (Enter # between 100 and 40,000)	-	3,000 gallons				
What product is stored in this tank compartment?	-	Premium Unleaded				
Brand and/or make: (e.g. Ace Permatank)	Ace Permatank	Xerxes				
Construction - select from: (1) Fiberglass (2) STI-P3 (3) Steel (4) FRP+Steel (5) Glass-lined steel	4 - FRP+Steel	1 - Fiberglass				
Wall construction - select from: (1) Single-wall (2) Double-wall	2 - Double-wall	2 - Double-wall				
Is this tank manifolded?	No	Yes				
If so, to what tank number?	-	1				

Fuel Storage/Delivery Equipment Questionnaire

Underground Storage Tanks, Part 1 (continued from Page 2 ONLY if there are more than four underground storage tanks)

Tank #	Tank #5	Tank #6	Tank #7	Tank #8	Tank #9	Tank #10
Gross size, in 1,000s of gallons: (Enter # between 100 and 40,000)						
Split-compartment tank? (Select yes or no)						
What product is stored in this tank?						
Gross size of compartment #1: (Enter # between 100 and 40,000)						
What product is stored in this tank compartment?						
Gross size of compartment #2: (Enter # between 100 and 40,000)						
What product is stored in this tank compartment?						
Gross size of compartment #3: (Enter # between 100 and 40,000)						
What product is stored in this tank compartment?						
Brand and/or make: (e.g. Ace Permatank)						
Construction - select from: (1) Fiberglass (2) STI-P3 (3) Steel (4) FRP+Steel (5) Glass-lined steel						
Wall construction - select from: (1) Single-wall (2) Double-wall						
Is this tank manifolded?						
If so, to what tank number?						

Fuel Storage/Delivery Equipment Questionnaire

Underground Storage Tanks, Part 2

Tank #	Example #1	Example #2	Tank #1	Tank #2	Tank #3	Tank #4
Original installation date:	June 1, 1992	January 1, 2000				
Recertification date: (answer n/a if not applicable)	February 28, 1996	n/a				
Warranty term:	20 yrs.	30 yrs.				
Interstitial monitoring?	Yes	Yes				
Electronic product level monitoring?	Yes	Yes				
Are there sumps around the turbines?	Yes	No				
If so, are the sumps monitored?	No	No				
Brand of tank monitoring system?	VeederRoot TLS350	-				
Installation date of monitoring system:	6/1/1998	-				

Fuel Storage/Delivery Equipment Questionnaire

Underground Storage Tanks, Part 2 (continued from Page 4 ONLY if there are more than four underground storage tanks)

Tank #	Tank #5	Tank #6	Tank #7	Tank #8	Tank #9	Tank #10
Original installation date:						
Recertification date: (answer n/a if not applicable)						
Warranty term:						
Interstitial monitoring?						
Electronic product level monitoring?						
Are there sumps around the turbines?						
If so, are the sumps monitored?						
Brand of tank monitoring system?						
Installation date of monitoring system:						

Fuel Storage/Delivery Equipment Questionnaire

Turbine Pumps

Turbine Pump #	Example	Turbine #1	Turbine #2	Turbine #3	Turbine #4	Turbine #5
Brand	FE Petro					
Horsepower	1.50 hp					
Serves which tank number?	1					
Delivers what product?	On-road Diesel					

Piping

Installation #	Example	Piping #1	Piping #2	Piping #3	Piping #4
Brand	Enviroflex				
Wall construction - select from: (1) Single-wall (2) Double-wall	2 - Double-wall				
Secondary containment lines?	No				
Stage I vapor system	Single-point				
Stage II vapor system	Vac-assist				
Mechanical leak detectors present?	No				
Electronic leak detectors present?	Yes				
Other features of note:	-				
	-				

Fuel Storage/Delivery Equipment Questionnaire

Dispensers

Dispenser #	Example #1	Example #2	Dispenser #1	Dispenser #2	Dispenser #3	Dispenser #4
Brand:	Gilbarco	Wayne				
Model	B05	V390				
Original installation date:	January 1, 2000	June 1, 2005				
Blender?	Yes	No				
Dispenses diesel?	No	Yes				
Card-reading heads?	Yes	Yes				
Sumps underneath?	Yes	No				
Sumps monitored?	Yes	No				
Other features of note:	Cash acceptor	Intercom				
	Intercom	High-flow				
	Vac-assist	-				

Fuel Storage/Delivery Equipment Questionnaire

Dispensers (continued from Page 7 ONLY if there are more than four dispensers)

Dispenser #	Dispenser #5	Dispenser #6	Dispenser #7	Dispenser #8	Dispenser #9	Dispenser #10
Brand:						
Model						
Original installation date:						
Blender?						
Dispenses diesel?						
Card-reading heads?						
Sumps underneath?						
Sumps monitored?						
Other features of note:						