

Real Estate Investment Memo Format

To: Investment Committee

From: [Your Name]

Date: September 30, 2080

Subject: Investment Opportunity in Elmwood Apartments, Atlanta, GA

1. Executive Summary

This memo outlines a real estate investment opportunity in Elmwood Apartments, a 120-unit multifamily residential property located in the growing Atlanta suburb of East Point. The property offers stable cash flow from existing leases and significant upside potential through targeted renovations and rent increases. The asset's strategic location, coupled with strong market fundamentals, aligns with our investment strategy to acquire and enhance properties in high-growth metropolitan areas. The projected internal rate of return (IRR) is 14% over a five-year hold period, with an estimated equity multiple of 1.8x.

2. Property Overview

- **Property Address:** 123 Elmwood Lane, East Point, Atlanta, GA
- **Type of Asset:** Class B Multifamily Residential
- **Size:** 120 units; 95,000 square feet total
- **Current Occupancy:** 92%
- **Age of Property:** Built in 2050; Renovated in 2060.
- **Purchase Price:** \$18,500,000
- **Projected Closing Date:** December 1, 2080

3. Market Analysis

Sample Real Estate Investment Memorandum

L. Sue Baugh



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