

Document Request List

THE CAMPGROUND CONNECTION ACADEMY · MODULE 9

Send as one organized list by category — not scattered emails.

Financial

- ☐ Profit-and-loss statements (3 yrs + TTM)
- ☐ Federal tax returns
- ☐ Detailed expense / general ledger
- ☐ Payroll records
- ☐ Add-back / owner-adjustment schedule
- ☐ Insurance premiums and claim history

Operational

- ☐ Reservation-system reports
- ☐ Occupancy reports
- ☐ Rate sheets (current + historical)
- ☐ Seasonal / monthly camper agreements
- ☐ Vendor contracts and service agreements
- ☐ Staffing / organizational summary

Utilities & Infrastructure

- ☐ Septic records and pump reports
- ☐ Well logs and water-quality tests
- ☐ Electrical schematics
- ☐ Utility maps / site plans
- ☐ Engineering drawings (if available)

Property & Legal

- ☐ Survey / legal description

Document Request List

THE CAMPGROUND CONNECTION ACADEMY · MODULE 9

Send as one organized list by category — not scattered emails.

- ☐ *Title documents*
- ☐ *Licenses and permits*
- ☐ *Zoning / SUP documentation*
- ☐ *Equipment and inventory lists*
- ☐ *Leases, easements, agreements*

Closing Items

- ☐ Deposit / prepaid reservation schedule
- ☐ Insurance information
- ☐ Payoff / lien information
- ☐ Any warranties or transferable contracts