Comparable Sales Packet Template

A data packet for a lender or appraiser: the subject property as it is, as it will be, and the recent sales you think are relevant.

Chicago Fix & Flip Loans
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Read first: this packet supplies data, never a value

- This packet contains facts only: property characteristics, the planned work and closed sales. It does not state, suggest or request a value, a value range or a minimum.
- Do not add a field for an expected, needed or hoped-for value before giving this packet to an appraiser. Do not tell the appraiser the loan amount you are trying to reach.
- The appraiser decides which sales are comparable, what adjustments apply and what the property will be worth. They may use none of the sales listed here.
- Asking an appraiser to consider additional property information, including comparable sales, is an ordinary and permitted request. Pressuring an appraiser toward a number is not.
- Include the sales that hurt your case as well as the ones that help it. A packet that hides the low sale next door loses credibility on every other line.

Subject property, as-is

Address	
Property Index Number (PIN)	
Community area or suburb	
Property type (single-family, two-flat, three-flat, condo unit)	
Legal unit count and source	
Year built	
Construction (brick, frame, stone front)	
Lot dimensions	
Above-grade finished square feet, and source of the measurement	
Bedrooms and bathrooms by unit	
Basement: unfinished, finished, ceiling height, separate entrance	
Garage and parking	
Current condition, in one or two sentences	
Contract price and contract date	

Subject property, as-completed

Describe only what the permitted scope will deliver.

Unit count after the work	
Above-grade finished square feet after the work	

Bedrooms and bathrooms by unit after the work

Basement finish after the work

Kitchens: cabinets, counters, appliances

Bathrooms: fixtures and tile

Mechanical systems replaced (heating, cooling, electrical service, plumbing)

Exterior work (roof, masonry, windows, porches)

Garage and site work

Permit numbers issued or applied for

Expected completion date

Scope summary

One line per major item. Attach the full scope of work and budget.

Area	Existing condition	Work planned	Budget line reference
Kitchens			
Bathrooms			
Floor plan and added finished area			
Mechanical, electrical, plumbing			
Roof, masonry, windows			
Basement			
Garage and site			

Comparable sales grid

Closed sales only. List them nearest and most recent first. Record facts from the source, not your opinion of the house.

Address	Sale date	Sale price	Beds / baths	Sq ft	Lot	Condition at sale	Distance	Days on market	Source / MLS #	Notes	Adjustment notes

Address	Sale date	Sale price	Beds / baths	Sq ft	Lot	Condition at sale	Distance	Days on market	Source / MLS #	Notes	Adjustment notes

Adjustment notes: differences from the subject

For each sale, note how it differs from the finished subject. Describe the difference; leave the dollar adjustment to the appraiser.

Comparable address	Larger or smaller	Bed / bath difference	Finish level difference	Location difference (block, busy street, school boundary)	Garage, lot or basement difference

Active and pending listings (optional)

Listings are not sales. Include them only to show the competition your finished property will face.

Address	Status	List price	Beds / baths	Sq ft	Days on market	Source / MLS #

Photos and map checklist

- [ ] Subject: front, rear and both sides
- [ ] Subject: street view in both directions
- [ ] Subject: every room, kitchen and bathroom as-is
- [ ] Subject: basement, mechanicals, electrical panel, roof if accessible
- [ ] Subject: garage and yard
- [ ] Each comparable: the listing front photo, plus kitchen and one bathroom to show finish level
- [ ] Finish samples or photos of your most recent completed project, labeled as such
- [ ] Map showing the subject and every comparable, with distances

- [ ] Floor plans, existing and proposed, if the layout changes
- [ ] Scope of work and budget attached

Prepared by

Name and company	
Role in the transaction (borrower, agent, contractor)	
Phone and email	
Date prepared	
Data sources used (MLS, Cook County Assessor, Cook County Clerk recordings)	
Access instructions for the property	

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Appraiser independence: this packet supplies property and sales data only. It must not state or request a value. The appraiser's opinion is their own. General education for real estate investors, not legal, tax or zoning advice. Rates, terms and conditions are offered only to qualified borrowers and are subject to change without notice. Non-owner-occupied investment property only. Comparable Sales Packet Template, version 1.0, November 25, 2026. https://chicagofixandfliploans.com/downloads/arv-comp-packet-template/