

DUE DILIGENCE *Checklist*



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GENERAL INFORMATION:

- Personal Property Inventory List
- Tool Inventory List
- Litigation Pending or in Progress
- List of Insurance Claims in the Last 5 years
- Broker Leasing and Commission Agreements
- City Development Agreements
- Tenant Insurance Certificates
- Property Management Agreement



DUE DILIGENCE

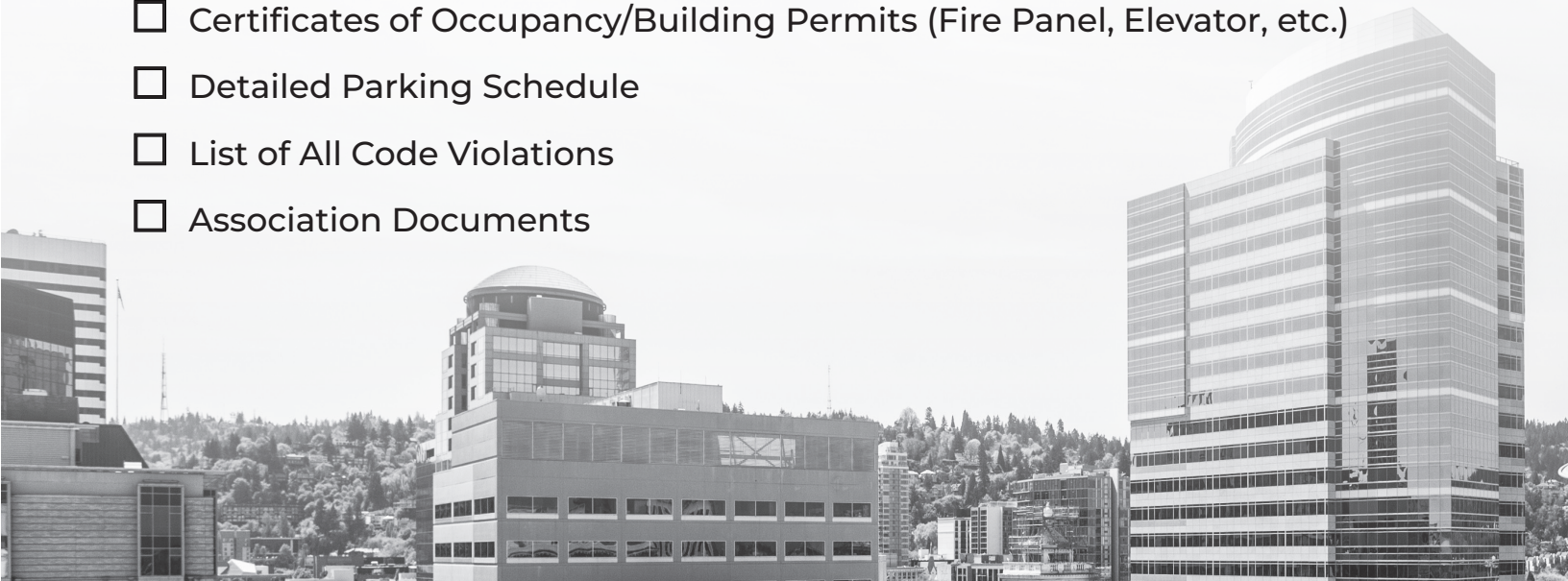
Checklist



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PROPERTY INFORMATION

- Updated/existing ALTA Survey/Site Plan
- Recent Environmental Report (Phase I/II)
- Recent Property Condition Report
- Recent ADA Report
- Recent Mechanical/Engineering Reports.
- Recent Structural Reports/Roof Reports
- Preliminary Title Report
- Floor Plans
- Space Measurement Studies: (CAD drawings & detail of gross, usable and rentable sq. ft.)
- Property Warranties (roof, mechanical, etc.)
- Status of Deferred Maintenance Issues
- Status of ongoing Capital Improvements
- Vendor Service Contracts/Summary (including union contracts)
- Description of Security/Life Safety Systems
- Certificates of Occupancy/Building Permits (Fire Panel, Elevator, etc.)
- Detailed Parking Schedule
- List of All Code Violations
- Association Documents



DUE DILIGENCE

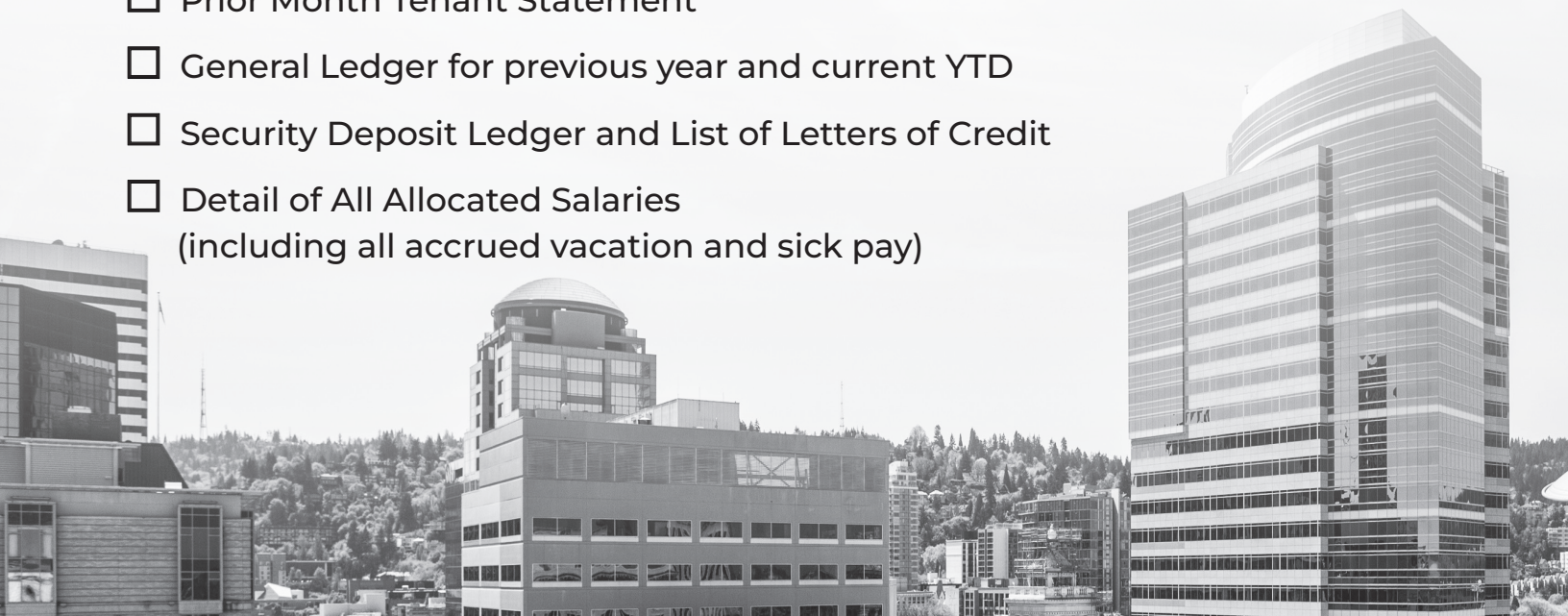
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FINANCIAL INFORMATION:

- Detailed Operating Expenses
- Current year Detailed Operating Budget
- Detailed CAM Reconciliation/Expense Recovery Worksheets and all existing base year)
- List of Current Operating Expense Billing Details and Monthly Tenant Invoices
- Real Estate Tax Bill (Two Year)
- Real Estate Tax Appeals
- Historical and Budgeted Capital Expenditures/Tenant Improvement
- Loan Documents-Notes, Loan Agreements, Current Balance/Payment Info
- Utility Bills for last 24 months
- Utility contracts
- Recent A/R Report
- Prior Month Tenant Statement
- General Ledger for previous year and current YTD
- Security Deposit Ledger and List of Letters of Credit
- Detail of All Allocated Salaries (including all accrued vacation and sick pay)



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TENANT INFORMATION

- Detailed Rent Roll Showing Rental Increases and All Other Charges
- Leases, Amendments, Commencement Letters, Letter Agreements, Lease Abstracts, Sub-Leases, etc
- Standard Lease Form
- Pending Leases and Correspondence
- Landlord/Tenant Correspondence
- Tenant Financials
- Tenant Insurance Certificates
- Schedules of Historical Tenant Improvements Costs and Concessions
- Historical Occupancy Report
- Lists of All Tenants with Outstanding TI's & LC's indicating owner/tenant obligation
- List of Tenants with Scheduled Rent Concessions



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ASSOCIATION

- Can the association provide me with the CC&R? (Declaration)
- What is the Fee, and when are the association dues due?
- Is there a “transfer fee” when the property sells that either Buyer or Seller need to pay? If so what is the amount?
- Is there a reserve fund? if yes, what is the balance?
- Is there a capital reserve Fee? If so what is the Fee?
- Can the association provide me with the current and previous year” Budget?
- How much of the association’s budget does my property represent?
- When are the associations due? Monthly/Quarterly?
- Is there building and/or monument signage availability?
- Can the association provide me with the Articles of Organization?
- Can the association provide me with the By-Laws?
- Are there any restrictions that I need to be aware of?
- Is the owner current on the association dues?
- What maintenance is included in the budget, for example, parking, roof, exterior, landscaping etc.
- What does the insurance cover? What is the cost of insurance?
- When was the roof re-done?
- When was the parking lot re-done?
- Can the current owner provide me a copy of the last invoice from the association?



DATE	NOTES

