Seller's Due Diligence Check List

SITE INFORMATION	
• Property Address	
• Parcel ID	
• Square Footage	
• Zoning	
• Site Plan / Survey	
• Construction Drawings	
• Year Built	
• Type of Construction	
• Type & Age of Roof	
• Number of Units & Age of HVAC systems	
• Fire Prevention / Protection system	
• Number of Parking Spaces	
• Elevator	
• Security System	
• Telecom & Data	
• Proffers & Restrictive Covenants	
• Site Utilities Diagram	
• Easements & Maintenance Agreements	
• Irrigation System	
STUDIES AND TEST	
• Environmental Study	
• Property Condition Report (Roof, Mechanical, etc.)	
• Appraisal	
FINANCIAL INFORMATION	
• Leases	
• Operating Expenses	
• Rent Rolls	
• Management & Service Contracts	
• Financing (Conventional, Etc.)	
• Condominium Association Documents	

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