

Due Diligence Check List

GENERAL PROPERTY INFORMATION			
<ul style="list-style-type: none"> Building Name Address County Parking (#of spaces, # of required spaces) Tax Parcel Number Zoning Building Size (Gross, Rentable, Core) Acreage Date of Completion Owner's Name & Address Architectural Plans Certificate of Occupancy for Building or Tenant Space A.D.A. Mechanical System (Type, Age, Energy Management, Maintenance) 			
SITE INFORMATION	PERFORMED BY	COMPLETION DATE	COST
<ul style="list-style-type: none"> Survey Plan of Development (P.O.D.) Proffers & Restrictive Covenants Site Utilities Diagram Fuel Tanks (Type, Size, Age) Easements & Maintenance Agreements Irrigation System Site Plan 			
STUDIES AND TEST	PERFORMED BY	COMPLETION DATE	COST
<ul style="list-style-type: none"> Soil Study Wetlands Study Environmental Study (Phase I, II, or III) Building Inspection (Roof, Mechanical, Structural, Elevator, Electrical, Floor Loads, Sprinkler, Data, Exterior condition, Rest Rooms, Lighting) Appraisal 			
FINANCIAL INFORMATION	REVIEWED BY	COMPLETION DATE	COST
<ul style="list-style-type: none"> Management & Service Contracts Leases Condominium Association Documents Rent Rolls Operating & Financial Statements Financing (Conventional, Etc.) 			
CLOSING / TITLE INFORMATION	PERFORMED BY	COMPLETION DATE	COST
<ul style="list-style-type: none"> Title Search Contract Review Estoppels Letters Purchasers Attorney Sellers Attorney 			



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