

Due Diligence Checklist

Sellers Name: _____
 Phone Number: _____
 Property Address: _____
 Date Started: _____
 Date Due By: _____
 Date Completed: _____

Financial Analysis:

	Date Received	Date Reviewed
Past 3yrs of annual P&L's	_____	_____
Year to date P&L:	_____	_____
Rent roll for current and past 2 years:	_____	_____
Past 3 months of bank deposits:	_____	_____
All the existing leases:	_____	_____
Existing loan documents:	_____	_____
Security deposit account statement:	_____	_____
Utility bills for last 12 months:	_____	_____
Property tax bill:	_____	_____
Service contracts:	_____	_____
Payroll register:	_____	_____
Insurance policy and claim history:	_____	_____
Capital improvements log:	_____	_____
Maintenance log:	_____	_____
Incomplete maintenance requests:	_____	_____

Market Analysis:

	Date Scheduled	Date Completed	Cost
Market rent analysis:	_____	_____	_____
Market vacancy analysis:	_____	_____	_____
Under construction/Permits issued:	_____	_____	_____
Absorption:	_____	_____	_____
Jobs Announced:	_____	_____	_____
Population growth:	_____	_____	_____
Industry mix:	_____	_____	_____
Path of progress:	_____	_____	_____
Local government economics:	_____	_____	_____

Location and Site Analysis:

	Date Scheduled	Date Completed	Cost
Initial site inspection:	_____	_____	_____
Property Condition Assessment:	_____	_____	_____
Phase I/II environmental inspection:	_____	_____	_____
Cost segregation analysis:	_____	_____	_____
Tour every unit:	_____	_____	_____
Roof inspection:	_____	_____	_____
HVAC inspection:	_____	_____	_____
Electrical inspection:	_____	_____	_____
Plumbing inspection:	_____	_____	_____
Alta Survey:	_____	_____	_____
Existing Plans and Drawings:	_____	_____	_____
Tool and supply inventory:	_____	_____	_____

Pest Inspection:	_____	_____	_____
Flood plain analysis:	_____	_____	_____
Surrounding property tours:	_____	_____	_____

Political and Legal Analysis:

	Date Scheduled	Date Completed	Cost
Title commitment:	_____	_____	_____
Building code violations:	_____	_____	_____
Zoning:	_____	_____	_____
Licenses:	_____	_____	_____
Certificate of occupancy:	_____	_____	_____
Fire and safety:	_____	_____	_____
Estoppels:	_____	_____	_____
Previous permits:	_____	_____	_____

Management Company:

	Interview 1: Date_____	Interview 2: Date_____	Interview 3: Date_____
Experience:	_____	_____	_____
Fees:	_____	_____	_____
Incentives:	_____	_____	_____
Tenant retention:	_____	_____	_____
Leasing:	_____	_____	_____
Evictions:	_____	_____	_____
Preventative maintenance:	_____	_____	_____
Capital improvements:	_____	_____	_____
Bank accounts:	_____	_____	_____
Reporting:	_____	_____	_____
Management agreement:	_____	_____	_____
Interview on-site staff:	_____	_____	_____

Prior to Closing:

	Date Received	Date Reviewed	Cost
Loan commitment:	_____	_____	_____
Insurance binder:	_____	_____	_____
Title insurance:	_____	_____	_____
LLC documents filed:	_____	_____	_____
SEC documents filed:	_____	_____	_____
All escrow funds wired:	_____	_____	_____
Closing statement:	_____	_____	_____
Assignment of Leases:	_____	_____	_____
Final walkthrough:	_____	_____	_____

After to Closing:

	Date Received
Copies of all documents:	_____
All the leases and tenant files:	_____
All the keys to the property:	_____
Prorated rents:	_____
Tenant deposits:	_____
Deed recorded:	_____
Bank accounts opened:	_____
Management Turnover:	_____
Utilities transferred:	_____
Vendor Contracts:	_____

Business license: _____
Employees: Date Completed

W2's and I9's: _____
Tax withholding: _____
Workers comp and unemployment: _____
Medical/dental/vision: _____
Short/long term disability: _____
Life insurance: _____
Payroll: _____

Contractors: Date Completed

W9s: _____
Workers comp insurance: _____
Liability Insurance: _____
Licenses: _____
Bonded: _____
Scope of Work: _____
Contract: _____
Lien Release: _____