

Due Diligence Checklist

www.TargetBuildingInspections.com



TARGET BUILDING INSPECTIONS

2552 E. Leonora St. Mesa, AZ 85213 • TargetInspect@Gmail.com
Tel: 480-228-6165 • Fax: 480-336-2262

Site: _____
 Address: _____
 Contact: _____
 Parcel# _____
 Email: _____
 Phone: _____
 Date: _____
 Deadline: _____

For Use on Commercial Real Estate

The Property

- 1 Site Plan
- 2 Zoning Reports *(Call Target)*
- 3 Environmental Reports *(Call Target)*
- 4 Architectural Plans
- 5 Certificate of Occupancy
- 6 Permit History
- 7 Warranties
- 8 ADA Compliance *(Call Target)*
- 9 Preventative Maintenance
- 10 Engineering Reports
- 11 Termite, Pest Reports
- 12 Title Reports

Requested	Received	Reviewed	Status	Resp. Party

Site Visits

- 1 Property Condition Report *(Call Target)*
- 2 Appraisal
- 3 ESA Phase 1 Environmental *(Call Target)*
- 4 ALTA Survey
- 5 Interviews

Requested	Received	Reviewed	Status	Resp. Party

Other Due Diligence

- 1 Tenant Leases
- 2 Rent Rolls
- 3 Tenant Files

Requested	Received	Reviewed	Status	Resp. Party

4 Rent Bill History				
5 Last 3 Year Income/Expense				
6 Copies of LOCs				
7 Budgets				
8 Capital Expenditure History				
9 Aged Receivables				
10 Utility Costs				
11 General Ledgers				
12 Capital Projects in Progress				
13 Property Management Contracts				
14 Service Contracts				
15 Employee Lists and Salary				
16 Brokerage Contracts				
17 Legal Description				
18 Covenants, Easements, Restrictions				
19 Litigation Pending, Historic				
20 Info to Lender				
21 Security				
22 Elevator Contracts and History				

Additional Other

This Due Diligence Checklist is provided courtesy of Target Building Inspections Inc.
 A Due Diligence Checklist can be an extremely helpful tool during any commercial real estate transaction.
 This Due Diligence Checklist and other resources can be found @ <http://www.targetbuildinginspections.com/resources.html>