

Due Diligence Checklist

www.TargetBuildingInspections.com



TARGET BUILDING INSPECTIONS

For Use on Commercial Real Estate

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

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 |
|-----------|----------|----------|--------|-------------|
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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 |
|-----------|----------|----------|--------|-------------|
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Other Due Diligence

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

| Requested | Received | Reviewed | Status | Resp. Party |
|-----------|----------|----------|--------|-------------|
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|---------------------------------------|--|--|--|--|
| 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>