

Example Due Diligence Checklist

Property Name	
Property Address	
# of Units	

List of Documents/Information Required from Seller

<input type="checkbox"/>	Lease information	Copy of Standard Lease/Application Forms
<input type="checkbox"/>		Current Rent Roll
<input type="checkbox"/>		Current Security Deposit Report
<input type="checkbox"/>		Current Rent Concessions
<input type="checkbox"/>	Rental Information	Brochures with Current Street Rents Per Unit Type
<input type="checkbox"/>		Rent Concession Policy & Current Concessions
<input type="checkbox"/>	Tenant Rent	Rent Qualification Policy
<input type="checkbox"/>		Late Fee Policy
<input type="checkbox"/>		Application Fees
<input type="checkbox"/>		Security Deposits
<input type="checkbox"/>		Lease Termination Policy
<input type="checkbox"/>		Month to Month Policy
<input type="checkbox"/>	Pets	Current Pet Deposit/Fees & Policy
<input type="checkbox"/>	Marketing/Unit information	Copy of Current Marketing Plan & Recent Market Study
<input type="checkbox"/>		Copies of all Current Advertising
<input type="checkbox"/>		Current Brochure/Floor Plan/Site Plan (Site Map)
<input type="checkbox"/>		Pictures of Property and Comparables
<input type="checkbox"/>		Any Existing Aerial Photographs
<input type="checkbox"/>		List of units with washers/dryers included, and/or with hook ups
<input type="checkbox"/>	Operating Financial Statements	Most Recent Balance sheet
<input type="checkbox"/>		Detailed P&L Statements Last three years
<input type="checkbox"/>		YTD General Ledger
<input type="checkbox"/>		Current Year Budget
<input type="checkbox"/>		Signed Document all statements are accurate
<input type="checkbox"/>		CPA and/or internal audits, if in existence
<input type="checkbox"/>	Bookkeeping Reports	Delinquency & Prepaid Report
<input type="checkbox"/>		Prepaid Rent Report
<input type="checkbox"/>	Occupancy History	Current Vacancy Report (Per Unit Type)
<input type="checkbox"/>		List of Section 8 Residents, if applicable
<input type="checkbox"/>	Leasing Reports	Lease Expiration Report (sorted by month)
<input type="checkbox"/>		MTM Tenant Report
<input type="checkbox"/>	Management Reports	Traffic/Rental Conversion Reports 12 mo.
<input type="checkbox"/>		Loss to Lease Detail by Unit
<input type="checkbox"/>	MTD Bookkeeping Reports	Bank Statements & recs for last 12 m
<input type="checkbox"/>	Loans/Taxes	Most Recent Mortgage Statement
<input type="checkbox"/>		Property tax bill/assessments
<input type="checkbox"/>		Current tax bill
<input type="checkbox"/>		Appeal in Process Yes_____ No_____
<input type="checkbox"/>	General & Administrative	Copies of Current Service Contracts & Leases
<input type="checkbox"/>		List of Memberships & Licenses

Example Due Diligence Checklist

<input type="checkbox"/>	Staff Payroll	List of Staff-Names, Emp. History/Salaries/Benefits
<input type="checkbox"/>		List of Free Units (Employee/Model, etc)
<input type="checkbox"/>	Utilities	Utility bills - last three years by Month/Account Number
<input type="checkbox"/>		All Utility Names/Contact Information, Account Number
<input type="checkbox"/>		List of all current telephone numbers in use at site
<input type="checkbox"/>		List of Utility Deposits/Bonds
<input type="checkbox"/>	Repairs & Maintenance	Last three years work order history log
<input type="checkbox"/>		List of recurring maintenance problems
<input type="checkbox"/>		Schedule of capital improvements for last two years
<input type="checkbox"/>	Insurance	Declaration Page
<input type="checkbox"/>		Liability limits
<input type="checkbox"/>		Deductible/Premium
<input type="checkbox"/>		Umbrella
<input type="checkbox"/>		Loss Run History - 5 years from current insurance carrier
<input type="checkbox"/>	Inventory	Permits - Pool & Spas
<input type="checkbox"/>		Site vehicles - include registration, description, etc.
<input type="checkbox"/>		Office Inventory/Equipment Serial Numbers
<input type="checkbox"/>		Clubhouse inventory
<input type="checkbox"/>		Maintenance shop inventory - tools/supplies
<input type="checkbox"/>		Amenity Inventory
<input type="checkbox"/>		Pool Inventory
<input type="checkbox"/>		Unit appliance inventory
<input type="checkbox"/>		Model and other inventory
<input type="checkbox"/>	Studies	Phase I
<input type="checkbox"/>		Phase I - final
<input type="checkbox"/>		Phase II, if applicable
<input type="checkbox"/>		Appraisal
<input type="checkbox"/>		Soils Test
<input type="checkbox"/>		Termite warranty
<input type="checkbox"/>		Structural Inspection Report
<input type="checkbox"/>		Drainage Inspection Report
<input type="checkbox"/>		Other, explain:
<input type="checkbox"/>	Financing	Loan documents
<input type="checkbox"/>		Prepayment penalty
<input type="checkbox"/>		Assumable Loan
<input type="checkbox"/>		Current Lender
<input type="checkbox"/>		Loan Prepayment Calculations
<input type="checkbox"/>	Legal Documents	Rental Control Ordinances
<input type="checkbox"/>		Legal Description
<input type="checkbox"/>		Seller's Certification-prop. meets all state/local codes
<input type="checkbox"/>		Copies of zoning violations, if any
<input type="checkbox"/>		Any/all pending litigation
<input type="checkbox"/>	Construction Documents	Copies of certificates of occupancy
<input type="checkbox"/>		Copy of original building plans and specs
<input type="checkbox"/>		Copy of all warranties
<input type="checkbox"/>		Site map with unit numbers

