

# Due Diligence Checklist

Property Name  
 Property Address  
 Phone Number  
 # of Units

*List of Documents/Information Required from Seller*

|  |  |   |
|--|--|---|
|  |  | C<br>o<br>p   |
|  |  | Brochures with Current Street Rents Per Unit Type   |
|  |  | R<br>e<br>n<br>t<br>Q<br>u<br>a<br>l<br>i<br>f<br>:   |
|  |  | Most Recent Balance sheet<br>Detailed P&L Statements (last four years)<br>YTD General Ledger<br>Current Year Budget |
|  |  | Delinquency & Prepaid Report  |
|  |  | Current Vacancy Report (Per Unit Type)  |
|  |  | Lease Expiration Report (sorted by month)   |
|  |  |   |
|  |  |   |
|  |  | M<br>o<br>~   |
|  |  | Copies of Current Service Contracts & Leases  |
|  |  | List of Staff-Names, Emp. History/Salaries/Benefits   |
|  |  |   |

|  |  |  |                                  |
|--|--|--|----------------------------------|
|  |  | All Utility Names/Contact Information, Account Number  |                                  |
|  |  | Three years of work order history  |                                  |
|  |  | D<br>e<br>c<br>-   |                                  |
|  |  | Permits - Pool & Spas<br>Site vehicles - include registration, description, etc. Office Inventory/Equipment Serial Numbers<br>Clubhouse inventory<br>Maintenance shop inventory - tools/supplies<br>Amenity Inventory<br>Pool Inventory                            |                                  |
|  |  | Phase I<br>Phase II, if applicable<br>Appraisal<br>Soils Test<br>Termite warranty  |                                  |
|  |  | L<br>o<br>a  |                                  |
|  |  | Rental Control Ordinances / Copies of City Inspection Reports<br>ALTA Survey- legal description<br>Copies of zoning viola-   |                                  |
|  |  | Copies of certificates of occupancy<br>Copy of original building plans and specs<br>Copy of all warranties   |                                  |
|  |  | Landscaping<br>Landlord utility agreement<br>Sweeping service<br>Snow removal<br>Chimney cleaning<br>Pest control<br>Vending machines<br>Coin operated<br>laundry In-unit W/D<br>rentals Alarm Monitoring<br>Courtesy/Security Patrol<br>Cable TV - Property Tele- | ABC Vending - requested contract |

Pool service Pager  
service Answering  
service  
Telephone equipment service  
Eviction service Chamber of  
Commerce Local Multifamily  
Association Locator Service  
HOA agreement Furniture  
rental-units Furniture  
rental-clubhouse Yellow  
Page listing  
Copier Service and/or Maint. Contract  
Advertising contracts  
Business permits/privilege license  
Alarm Permit

Brochure printing vendor  
Apartment turnkey agreements  
Apartment painting agreements  
Apartment carpet agreements  
Fire department inspections  
RUBS Billing Service  
Trash Service  
Towing Service

Plant Maintenance  
Software License  
Hospitality Service  
Key Tracks