

Disclaimer - This checklist is for informational purposes only. Please work with your local professionals to make sure your due diligence is covering all the needed areas.

Task Category	Sub-Tasks	Check
Property Information	Gather property address, size, zoning classification, and current use documentation.	<input type="checkbox"/>
	Verify property legal boundaries against public records and survey documents.	<input type="checkbox"/>
	Collect property history, including prior ownership and development changes.	<input type="checkbox"/>
Title and Ownership	Confirm ownership by obtaining and reviewing the property's Title Report.	<input type="checkbox"/>
	Check for liens, encumbrances, easements, or back taxes on the title.	<input type="checkbox"/>
	Verify legal authority of the seller to transfer ownership.	<input type="checkbox"/>
	Obtain title insurance to protect against defects.	<input type="checkbox"/>
Financial Records	Collect income statements and analyze cash flow from past 3-5 years, if applicable.	<input type="checkbox"/>

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| | Review lease agreements and ensure tenant compliance. | <input type="checkbox"/> |
| | Confirm operating expenses including property management fees, repairs, and maintenance costs. | <input type="checkbox"/> |
| | Verify tenant security deposits and their allocation. | <input type="checkbox"/> |
| | Compare rent rolls with actual tenant leases to confirm accuracy. | <input type="checkbox"/> |
| Legal Compliance | Cross-check property use compliance with local zoning laws and regulations. | <input type="checkbox"/> |
| | Verify building permits and certificates of occupancy for the property. | <input type="checkbox"/> |
| | Investigate any past or ongoing lawsuits, pending fines, or legal claims related to the property. | <input type="checkbox"/> |
| | Confirm compliance with the Americans with Disabilities Act (ADA). | <input type="checkbox"/> |
| | Assess if the property violates parking, noise, or signage ordinances. | <input type="checkbox"/> |
| Physical Inspection | Conduct a full building condition assessment (roof, foundation, windows, structure). | <input type="checkbox"/> |

Test systems like plumbing, HVAC, electrical, elevators, and fire alarms for proper functioning.

Engage professionals for pest inspection and mold assessment.

Check for areas needing immediate repairs or deferred maintenance.

Examine parking lots, landscaping, and exterior features.

Environmental Assessment

Perform Phase I Environmental Site Assessment to identify contamination risks.

If necessary, proceed to Phase II testing (soil, groundwater sampling, etc.).

Check compliance with environmental safety laws (e.g., hazardous waste storage).

Assess potential risks such as flooding, soils report, or earthquake zones.

Identify the presence of asbestos, radon, or lead-based paint.

Review any prior environmental remediation work completed on the property.

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| Market Analysis | Analyze comparable sales and property performance in the local area. | <input type="checkbox"/> |
| | Evaluate competitive properties and neighborhood trends. | <input type="checkbox"/> |
| | Research demand for property type in the market (commercial, retail, etc.). | <input type="checkbox"/> |
| Insurance and Risk Management | Review current property insurance policies for coverage details. | <input type="checkbox"/> |
| | Confirm the claim history of the property, including past damages. | <input type="checkbox"/> |
| | Assess risks such as fire, vandalism, or theft unique to the area. | <input type="checkbox"/> |
| | Evaluate liability coverage for tenants and property owners. | <input type="checkbox"/> |
| Tax Records | Obtain and analyze the property tax records for the past 3-5 years. | <input type="checkbox"/> |
| | Identify any pending property tax reassessments. | <input type="checkbox"/> |
| | Verify if there are tax incentives, credits, or abatements associated with the property. | <input type="checkbox"/> |

Survey and Site Plan	Order or verify professional property boundary surveys.	<input type="checkbox"/>
	Identify encroachments, right-of-way access, or easements on the property.	<input type="checkbox"/>
	Review elevations and any site-specific geographic concerns (flood zones, drainage).	<input type="checkbox"/>
Permits and Licenses	Verify all operational permits, including zoning and building permits.	<input type="checkbox"/>
	Ensure compliance for business licenses (if part of the property's operations).	<input type="checkbox"/>
	Obtain or review historical records of completed construction permits.	<input type="checkbox"/>
Utilities and Services	Review agreements with utility providers and confirm service costs.	<input type="checkbox"/>
	Identify current utility usage data and energy efficiency.	<input type="checkbox"/>
	Verify property access to necessary water, electricity, gas, and internet services.	<input type="checkbox"/>

Legal and Compliance Sub-Tasks	Confirm legal description matches public records and documents provided.	<input type="checkbox"/>
	Investigate potential special assessments or past due fees to government entities.	<input type="checkbox"/>
	Research ADA lawsuits filed against the property.	<input type="checkbox"/>
Operational Details	Review existing service contracts (landscaping, cleaning, security).	<input type="checkbox"/>
	Evaluate property manager and audit historical property management practices.	<input type="checkbox"/>
	Verify vendor service history and interview contractors if needed.	<input type="checkbox"/>
Comprehensive Management	Create a detailed due diligence timeline and assign tasks.	<input type="checkbox"/>
	Maintain a central repository for all diligence documents.	<input type="checkbox"/>
	Use a project manager or real-time tracking tool to oversee progress.	<input type="checkbox"/>
Final Steps	Schedule a pre-closing property walkthrough.	<input type="checkbox"/>

Ensure outstanding items (repairs, agreements)
are resolved.

Confirm all documentation is complete and
properly signed.