

Due Diligence Checklist

For Use on Commercial Real Estate



(800)419-4923

www.PARTNEResi.com

Site Contact

Name: _____
 Number: _____
 Email: _____

Purchaser

Name: _____
 Number: _____
 Email: _____

Date Requested Received Reviewed Status Resp. Party

The Property

1	Site plan				
2	Zoning reports (Call Partner)				
3	Environmental reports (Call Partner)				
4	Access description				
5	Architectural plans and specifications				
6	Certificates of Occupancy				
7	Licenses/permits/fire safety				
8	Warranties				
9	ADA compliance (Call Partner)				
10	Preventative maintenance program				
11	Engineering reports (Call Partner)				

Tenancy

1	Tenant leases, amendments & related agreements				
2	Tenant leases abstracts				
3	Tenant credit quality				
4	Tenant files (i.e. correspondence, etc.)				
5	Security deposit info and reconciliation				
6	Copies of LOCs				
7	Tenant profiles - length of occupancy				
8	Brokerage commission agreements				
9	Current rent roll				
10	Parking agreements and related amendments				
11	Tenant payment history reports (Rent bills)				

Financial Information

1	Last 3-year income & expense statements				
2	Current and next year budget				
3	Tenant recovery sched. (copies of tenant CAM, RE tax billing schedules)				
4	Copies of 3 years of audited financial statements				

5	5-year leasing cost information					
6	5-year capital expenditure history					
7	18-month aged receivables history					
8	Last 3-year real estate tax bills					
9	Tenant electric cost/survey backup					
10	Listing of all unfunded capital projects in progress					
11	General ledgers for current year					

Property Management Information

1	Property management agreement					
2	Service, utility & maintenance contracts					
3	2 years of utility bills					
4	Employee list with desc., salary, etc.					
5	List of personal property & equipment					

Leasing

1	Exclusive brokerage agreement					
2	Schedule of unspent TIs & future LCs					
3	Terms of new/renewal lease negotiations					

Legal / Insurance

1	Existing title report					
2	ALTA Survey (Call Partner)					
3	Underlying documentation & legal description					
4	Covenants/restrictions/easements					
5	Historic & pending litigation					

Other Diligence

1	Tenant interviews					
2	PM/leasing interviews					
3	Retail diligence & ops review (if applicable)					
4	Building measurement					
6	Any unsprinklered space					
7	Info to lender					

Site Visits

1	Property & structural condition (Call Partner)					
2	Environmental (Call Partner)					
3	Appraisal					
4	MEP- Building systems (Call Partner)					
5	Building security					
6	Cleaning					
7	Elevators					

This Due Diligence Checklist is provided courtesy of Partner Engineering and Science, Inc. A Due Diligence Checklist can be a helpful tool during any commercial real estate transaction. If you are new to commercial real estate due diligence, Partner provides a range of helpful tools in addition to this checklist; including webinars, guidance documents, blogs and much more.

This Due Diligence Checklist and other resources can be found on Partner's website, www.PARTNEResi.com.