



BUILDING DUE DILIGENCE NEEDS LIST

PROJECT NAME _____

PROJECT ADDRESS _____

CONTACT INFORMATION

Broker: _____ Cell Phone: _____ Office No. _____

Site Access: _____ Cell Phone: _____ Office No. _____

Attorney: _____ Cell Phone: _____ Office No. _____

GENERAL INFORMATION

No. Buildings: _____

Site Area: _____ Acres Building Area: _____ sf

NOTE: Broker or Site Access Contact will need to provide:

1. Key access to all locked equipment rooms and unoccupied units
2. Escorted access to all unoccupied spaces where tenant's possessions remain (i.e., not necessary if unit is vacant)
3. Roof access using permanent ladder or stairs, portable or rental ladder (If none is made available, we will arrange for local rental and add cost to expenses.)
4. Notification of inspection to tenants in accordance with state/local laws (24 hour minimum written notice recommended)

DOCUMENTS NEEDED:

1. Design Drawings
 - a. Building(s)
 - b. Site
2. Site Plan
3. Rent Roll
4. Survey(s)
5. "As Is" Comps – Tax ID Numbers and other relevant information
6. Sold Comps – Tax ID Numbers and other relevant information
7. Property Manager contact information
8. Current pro forma (if available)
9. Existing operation budget (if available)