



Building Due Diligence Tasks

Market Rent Analysis/Estimated Time to Lease	Establish an estimate of market rents and estimated time to lease property
Saturation Study/Absorption Analysis	Compiling data from local EDC's and brokers for and estimate of absorption
Condo Conversion Feasibility (MF & Office)	Evaluate building features and summarize pros & cons for condo conversion
Rent Roll Verification/Occupancy Status	Determine occupancy/vacancy per unit count and by square footage
Operations Pro Forma	Obtain existing operating budget, review and develop pro forma for future operations
Manpower Assessment	Determine existing staffing levels, assess adequacy and needs
Location Report	Collect a brief synopsis of local attractions, employment, shopping, schools, crime statistics, and what else is being built in the area
Obtain Survey	Obtain and review available surveys from surveyor/engineer
Property Condition Report	Inspect building and site, prepare a written report with captioned photos and summarize major repair cost items
Coordinate Environmental Assessment(s)	Retain Environmental Consultant, obtain and review Phase I report and evaluate need for further analysis (asbestos, mold, etc.)
Appraisal Meeting	Meet with Appraiser to present inspection and market analysis findings preparatory to appraisal
Aerial Photo	Charter a local plane and take digital aerial photos



Land Due Diligence Tasks

Establish Rezoning/Annexation Schedule	Coordinate with engineer & attorney to establish Rezoning/Annexation schedule
Establish Rezoning/Annexation Expense	Coordinate with engineer & attorney to establish Rezoning/Annexation cost
Interview/Recommend Engineer	Interview and select engineer to support/direct development process
Engineer/Broker/Attorney Meeting	Meet with local project team to discuss findings and establish priorities for proceeding with development planning
Establish Highest & Best Use & Alternatives	Meet with local engineer and broker to confirm the highest and best use of subject property
Establish Opinion of Probable Value of Developed Land (Comps & As- Is) Location Report	Verify the validity of "as-is" comps provided by Client Collect a brief synopsis of local attractions, employment, shopping, schools, crime statistics, and what else is being built in the area
Obtain Survey	Obtain and review available surveys from surveyor/engineer
Utility Availability Study	Coordinate with engineer and local utilities to determine availability and location of utilities relative to the site and associated costs to obtain services at the site
Property Condition Report	Inspect site, prepare a written report and summarize significant attributes which could affect development
Coordinate Environmental Assessment(s)	Retain Environmental Consultant, obtain and review Phase I report and evaluate need for further analysis including water quality and percolation tests
Coordinate Endangered Species/Archeological Evaluation	Coordinate with engineer to determine if the site is affected by any special environmental conditions
Coordinate Wetland Delineation Report	Coordinate with engineer to obtain report and evaluate developable land area, mitigation factors and special considerations
Additional Survey/Topographic/Plat	Coordinate obtaining additional or updated survey as needed for land use planning
Estimate Opinion of Development Cost after PUD Created	Coordinate with engineer to prepare an opinion of probable site development cost per acre and per lot
Aerial Photo	Charter a local plane and take digital aerial photos