



Commercial Real Estate Due Diligence Checklist

Site Contact

Name _____
 Number _____
 Email _____

Purchaser

Name _____
 Number _____
 Email _____

		Date Requested	Received	Reviewed	Notes
Property Info / Site Visits					
1	Site plan				
2	Zoning reports (Call Partner)				
3	Environmental reports (Call Partner)				
4	Engineering reports - PCA, Seismic, ESG (Call Partner)				
5	Building Specialists - ADA, MEP, Roof, Facade, Elevator, etc. (Call Partner)				
6	Access description				
7	Architectural plans and specifications				
8	Certificates of Occupancy				
9	Licenses/permits/fire safety				
10	Warranties (Call Partner for roof warranty transfer)				
11	Appraisal (Call Partner)				
12	Building security				
13	Cleaning				
14	Preventative maintenance program				

Tenancy		Date Requested	Received	Reviewed	Notes
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		Date Requested	Received	Reviewed	Notes
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				

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.