

DUE DILIGENCE CHECKLIST

☐ Copy of current rent roll including tenant name, move in dates, current rent and lease expirations

☐ Copy of the 2021 Operating History (Income & Expense Statement)

☐ Copy of the 2022 Operating History (Income & Expense Statement)

☐ Copy of the 2023 (Year to Date) Operating History (Income & Expense Statement)

☐ List of Capital Improvements & Replacements for prior 3 to 5 years.

☐ Copies of leases / Rental Agreements

How many vacant units?

0

How many vacant units are in rent ready condition?

How many apartments turned over in the prior year?

Are the units upgraded?

Click here to select

How Many?

What amenities do the kitchens have?

Are there any rent concessions or move in specials?

How many non-conforming (bootleg) units?

Are there any section 8 or subsidized tenants?

Are there any Student Housing tenants?

Click here to select

How Many?

What type of parking does the property have?

Click here to select

Is there any tuck under parking?

Click here to select

of spaces?

What is the condition or the age of the roof?

What is the roof type? (Flat, pitched, etc.)

Click here to select

Click here to select

What is the age and condition of the plumbing?

Is the plumbing copper or galvanized?

Click here to select

Are the smoke detectors battery or hard wired?

Click here to select

Are Utilities separate or master metered?

Click here to select

Type of electrical? Any Aluminum Wiring?

Click here to select

Click here to select

Is there a on site Laundry Facility? # washers/dryers

Click here to select

How many water heaters or boilers?

Is the cooking gas fired or electric? Who pays?

Click here to select

Click here to select

Is the heating gas fired or electric? Who pays?

Click here to select

Click here to select

Type of heating? (Wall, Floor, Central, etc.)

Click here to select

What is the Resident Manager compensation?

Does the Resident Manager also receive free rent?

Click here to select

Does the Resident Manager also receive a salary?

Click here to select

What are the duties of the Resident Manager?

Monthly expense for Landscaping / Gardening?

What other Payroll & Salaries expense do you have?

Condition and age of elevator (if applicable)?

Do the apartments have fire sprinklers?

Click here to select

Does the parking garage have fire sprinklers?

Click here to select

Is there a Pool? Is the Pool fenced?

Click here to select

Click here to select

What is the monthly expense to service the Pool?

What is the monthly expense to service the Elevator(s)?

AMENITIES

Property Amenities:

☐ Clubhouse

☐ Jacuzzi

☐ Exercise Facility

☐ Storage Areas

☐ Swimming Pool

☐ Basketball Courts

☐ Playground

☐ Sauna

☐ Tennis Courts

☐ Laundry Rooms

☐ Racquetball Court

☐ Volleyball Court

☐ Billiards Room

☐ Elevators

☐ Secured Access

☐ Walking/Jogging

☐ Business Center

☐ Carports

☐ Picnic Areas

☐ Garages

☐ Tanning Beds

☐ Car Wash area

☐ Barbecue areas

☐ Sprinkler System

Other

Unit Amenities:

☐ FF Refrigerator

☐ Oven/Range

☐ Microwave

☐ Washer/Dryer

☐ Hookups

☐ Trash Compactor

☐ Fireplace

☐ Vaulted Ceilings

☐ Ceiling Fans

☐ Window Covering

☐ Lofts

☐ Internet

☐ A/C

☐ Storage

☐ Balcony/Patio

☐ Dishwasher

☐ Ice Maker

☐ Cable TV Ready

☐ Vertical Blinds

☐ Mini Blinds

☐ Drapes

☐ Security Systems

☐ Disposal

☐ Smoke Alarms

☐ Sprinkler System

☐Other

Laundry rooms & covered parking.

COMMENTS (Amenities & Site)