

Due-Diligence Record

Section B: Neighborhood, Property, and Area Summary

Neighborhood	Good	Average	Fair	Poor
Employment Stability (Local)				
Overall Livability				
Quality of Construction				
Room Size and Layout				
Adequacy of Shopping Facilities				
Adequacy of Utilities				
Police and Fire Protection				
Recreational Facilities				
Property Compatibility				
General Appearance of Properties				
Appeal to Market				
Property	Good	Average	Fair	Poor
Architectural Attractiveness				
Landscaping				
Protection from Detrimental Conditions				
Condition of Exterior				
Condition of Interior				
Adequacy of Public Transportation				
Closets and Storage				
Light and Ventilation				
Convenience to Employment Centers				
Compatibility to Neighborhood				
Overall Appeal and Marketability				

Due-Diligence Record

Amenities

Property	UNIT
<ul style="list-style-type: none"><input type="checkbox"/> Clubhouse<input type="checkbox"/> Jacuzzi<input type="checkbox"/> Exercise Facility<input type="checkbox"/> Storage Areas<input type="checkbox"/> Swimming Pool<input type="checkbox"/> Basketball Courts<input type="checkbox"/> Playground<input type="checkbox"/> Sauna<input type="checkbox"/> Tennis Courts<input type="checkbox"/> Laundry Rooms<input type="checkbox"/> Racquetball Court<input type="checkbox"/> Volleyball Court<input type="checkbox"/> Billiards Room<input type="checkbox"/> Elevators<input type="checkbox"/> Secured Access<input type="checkbox"/> Walking/Jogging<input type="checkbox"/> Business Center<input type="checkbox"/> Carports<input type="checkbox"/> Picnic Areas<input type="checkbox"/> Garages<input type="checkbox"/> Car Wash Area<input type="checkbox"/> Barbecue Areas<input type="checkbox"/> Sprinkler System<input type="checkbox"/> Other	<ul style="list-style-type: none"><input type="checkbox"/> Refrigerator<input type="checkbox"/> Oven/Range<input type="checkbox"/> Microwave<input type="checkbox"/> Washer/Dryer<input type="checkbox"/> Hookups<input type="checkbox"/> Trash Compactor<input type="checkbox"/> Fireplace<input type="checkbox"/> Vaulted Ceilings<input type="checkbox"/> Ceiling Fans<input type="checkbox"/> Window Covering<input type="checkbox"/> Lofts<input type="checkbox"/> Internet<input type="checkbox"/> A/C<input type="checkbox"/> Storage<input type="checkbox"/> Balcony/Patio<input type="checkbox"/> Dishwasher<input type="checkbox"/> Cable TV Ready<input type="checkbox"/> Vertical Blinds<input type="checkbox"/> Mini Blinds<input type="checkbox"/> Drapes<input type="checkbox"/> Security Systems<input type="checkbox"/> Disposal<input type="checkbox"/> Smoke / CO Detectors<input type="checkbox"/> Other
<hr/>	<hr/>
<hr/>	<hr/>

Comments: _____

Due-Diligence Record

Section C: Income

Annual gross scheduled income: \$ _____

Annual proforma income: \$ _____

Is the building under rent controls? _____ Yes _____ No

Terms: _____

Are there any commercial tenants? _____ Yes _____ No

Type of business: _____

Does the current owner offer move-in specials? ___ Yes ___ No

If so, describe: _____

Vacancies

How many units are currently vacant? _____

How many vacant units are in "rent-ready" condition? _____

How many units have been vacant in previous 3 years? _____

Reason for vacancy: _____

On-site Laundry (if applicable)

How many washers and dryers? _____ washers _____ dryers

Owned by: _____ landlord _____ vendor

Laundry Income: \$ _____

Comments: _____

Due-Diligence Record

Section D: Property Summary

You will need to review the current operating expenses along with the rent rolls from Section C on the previous page. Try to get as many years' worth of expenses as possible. You should review a minimum of three years of records to get as clear an understanding of your potential investment as possible.

Use the following worksheet to summarize the expense picture for this property.



Expense Worksheet

Expense Type	Current Year Amount (based on estimated purchase price)	Previous Year Amount (actual)	Amount for Two Years Ago (actual)	Notes
Mortgage				
Taxes				
Insurance				
Management <ul style="list-style-type: none"> <li data-bbox="235 682 479 745">• Property Mgmt. Company Fee <li data-bbox="235 745 462 829">• Resident Manager (rent and/or salary) <li data-bbox="235 829 527 934">• Other Payroll Expense (describe in Notes) 				
Landscape Service				
Pool Service				
Elevator Service				
Utilities (paid for by): <ul style="list-style-type: none"> <li data-bbox="235 1260 511 1323">• Gas Tenant Landlord <li data-bbox="235 1323 511 1386">• Water Tenant Landlord <li data-bbox="235 1386 511 1449">• Electric Tenant Landlord <li data-bbox="235 1449 511 1512">• Sewer Tenant Landlord <li data-bbox="235 1512 511 1575">• Trash Pick Up Tenant Landlord 				
Repairs & Maintenance				

Due-Diligence Record

Section E: Repairs & Maintenance Detail

In this section, complete the information regarding property condition, and list the capital improvements and replacements for at least the prior three years (or longer if the records are available).

Describe, in general, the current condition and history of property:

Foundation and Structure

What is the condition of the foundation and structure?

Is the property on a raised foundation?

Are there any substandard notices from the city?

Parking/Paving

What type of off-street parking does the property have (complete below as applicable)?

Garage? _____Yes _____No _____Number of garages

Fire sprinklers? _____Yes _____No Lot?____Yes____No

Number of covered spaces _____

Number of uncovered spaces _____

Total number of spaces per unit _____

Number of additional spaces _____

What is the condition of paved surfaces (drives, sidewalks, parking lots)?

Roof

What type is the roof? _____

What is the condition of the roof?

Utilities

Is the cooking gas or electric? _____

What is the condition of the electrical system?

Type of wiring: _____

Is there any unsafe wiring present?_____Yes _____No

Are there any code violations? _____Yes_____No

What is the condition of the plumbing?

Is the pipe galvanized, PVC, or copper? _____

What percentage of each? _____

Are there any code violations? _____ Yes _____ No

Safety

Do units have fire sprinklers? _____ Yes _____ No

Are smoke/CO detectors battery or hard wired? _____

What is the type and condition of exterior lighting?

Are there security systems in place? If so, describe:

Is there a pool? _____ Yes _____ No Is it fenced? _____ Yes _____ No

Paint (or other finishes):

If built before 1979, has there been a lead-based paint inspection? _____

Results:

What is the condition of the interior and exterior paint or other finishes?

Capital Improvements

Describe any capital improvements/replacements made to the property for the prior three years (or longer if records are available).

Appliance replacement/repair:

Painting:

Carpet:

Electrical:

Plumbing:

Window covering:

Landscape:

Pool:

HVAC units:

Lighting:

Paving:

Other (please describe):
