

DUE DILIGENCE CHECKLIST

<input checked="" type="checkbox"/>	Copy of current rent roll including tenant name, move in dates, current rent and lease expirations	
<input checked="" type="checkbox"/>	Copy of the 2014 Operating History (Income & Expense Statement)	
<input checked="" type="checkbox"/>	Copy of the 2015 Operating History (Income & Expense Statement)	
<input checked="" type="checkbox"/>	Copy of the 2016 (Year to Date) Operating History (Income & Expense Statement)	
<input checked="" type="checkbox"/>	List of Capital Improvements & Replacements for prior 3 to 5 years.	
<input type="checkbox"/>	Copies of leases / Rental Agreements	
<input type="checkbox"/>	How many vacant units? 0 How many vacant units are in rent ready condition? 	
<input type="checkbox"/>	How many apartments turned over in the prior year?	
<input type="checkbox"/>	Are the units upgraded?	Click here to select How Many?
<input type="checkbox"/>	What amenities do the kitchens have?	
<input type="checkbox"/>	Are there any rent concessions or move in specials?	
<input type="checkbox"/>	How many non-conforming (bootleg) units?	
<input type="checkbox"/>	Are there any section 8 or subsidized tenants?	
<input type="checkbox"/>	Are there any Student Housing tenants?	Click here to select How Many?
<input type="checkbox"/>	What type of parking does the property have?	Click here to select
<input type="checkbox"/>	Is there any tuck under parking?	Click here to select # of spaces?
<input type="checkbox"/>	What is the condition or the age of the roof?	
<input type="checkbox"/>	What is the roof type? (Flat, pitched, etc.)	Click here to select Click here to select
<input type="checkbox"/>	What is the age and condition of the plumbing?	
<input type="checkbox"/>	Is the plumbing copper or galvanized?	Click here to select
<input type="checkbox"/>	Smoke and Carbon Monoxide detectors?	Click here to select
<input type="checkbox"/>	Are Utilities separate or master metered?	Click here to select
<input type="checkbox"/>	Type of electrical? Any Aluminum Wiring?	Click here to select Click here to select
<input type="checkbox"/>	Is there a on site Laundry Facility? # washers/dryers	Click here to select
<input type="checkbox"/>	How many water heaters or boilers?	
<input type="checkbox"/>	Is the cooking gas fired or electric? Who pays?	Click here to select Click here to select
<input type="checkbox"/>	Is the heating gas fired or electric? Who pays?	Click here to select Click here to select
<input type="checkbox"/>	Type of heating? (Wall, Floor, Central, etc.)	Click here to select
<input type="checkbox"/>	What is the Resident Manager compensation?	
<input type="checkbox"/>	Does the Resident Manager also receive free rent?	Click here to select
<input type="checkbox"/>	Does the Resident Manager also receive a salary?	Click here to select
<input type="checkbox"/>	What are thye duties of the Resident Manager?	
<input type="checkbox"/>	Monthly expense for Landscaping / Gardening?	
<input type="checkbox"/>	What other Payroll & Salaries expense do you have?	
<input type="checkbox"/>	Condition and age of elevator (if applicable)?	
<input type="checkbox"/>	Do the apartments have fire sprinklers?	Click here to select
<input type="checkbox"/>	Does the parking garage have fire sprinklers?	Click here to select
<input type="checkbox"/>	Is there a Pool? Is the Pool fenced?	Click here to select Click here to select
<input type="checkbox"/>	What is the monthly expense to service the Pool?	
<input type="checkbox"/>	What is the monthly expense to service the Elevator(s)?	
<input type="checkbox"/>	Are there any commercial tenants?	Click here to select
<input type="checkbox"/>	If any Commercial tenants, please explain:	
<input type="checkbox"/>	Is the property on a raised foundation?	Click here to select
<input type="checkbox"/>	Are there any substandard notices from the city?	Click here to select
<input type="checkbox"/>	Is the property under rent control?	Click here to select
<input type="checkbox"/>	What is the condition of the structure & foundation?	
<input type="checkbox"/>	Lead Based Paint Inspection (Pre 1979 Year Built)	
<input type="checkbox"/>	Physical Needs Assesment (PNA) / Property Inspection	

SUMMARY OF NEIGHBORHOOD AND PROPERTY

NEIGHBORHOOD	GOOD	AVG.	FAIR	PROPERTY	GOOD	AVG.	FAIR
Employment Stability (Local)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Architectural Attractiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Livability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Protection from Detrimental Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Room Size and Layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Condition of Exterior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequacy of Shopping Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Condition of Interior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequacy of Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequacy of Public Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Police and Fire Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Closets and Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recreational Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Light and Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property Compatibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Convenience to Employment Centers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Appearance of Properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compatibility to Neighborhood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appeal to Market	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overall Appeal and Marketability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AREA DATA

ITEM	DISTANCE FROM SUBJECT PROPERTY	ACCESS OR CONVENIENCE		
		GOOD	AVG.	FAIR
Public Transportation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment Centers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shopping Facilities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grammar Schools		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freeway Access		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General Comments including either favorable or unfavorable elements not mentioned (e.g. public parks, view, noise, parking congestion)

AMENITIES

Property Amenities:

- | | | | | | |
|---|------------------------------------|--|--|--|--|
| <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"/> Tanning Beds | <input type="checkbox"/> Car Wash area | <input type="checkbox"/> Barbecue areas | <input type="checkbox"/> Sprinkler System |

Other

Unit Amenities:

- | | | | | | |
|---|---|--|---|------------------------------------|--|
| <input type="checkbox"/> FF 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"/> Ice Maker | <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 Alarms |
| <input type="checkbox"/> Sprinkler System | <input type="checkbox"/> Other Laundry rooms & covered parking. | | | | |

Comments:

COMMENTS (Amenities & Site)