

COMMERCIAL PURCHASE CHECKLIST

Champagne

Date Updated:

General Information

- Personal Property Inventory List
- Tool Inventory List
- Litigation Pending or In Progress
- Insurance Policy
- List of All Insurance Claims in the Last Five Years
- Broker Leasing and Commission Agreement
- City Development Agreement
- Property Management Agreement

Property Information

- ALTA Survey/Site Plan
- Legal Description
- Appraisal
- Environmental Report
- Property Condition Report
- ADA Report
- Mechanical/Engineering Reports
- Structural Report
- Roof Report
- Termite Report
- Preliminary Title Report
- Floor Plans
- Warranties (Roof / Mechanical)
- Status of Deferred Maintenance Issues
- Status of Ongoing Improvements
- List and Receipts of Major Repairs in Last 5 Years
- Vendor Service Contracts/Summary
- Description of Security Systems
- Certificate of Occupancy
- Building Permits (Fire Panel / Elevator)
- Parking Schedule
- List of All Code Violations
- Association Documents

Tenant Information

- Rent Roll
- Leases, Amendments, Subleases
- Pending Leases, Correspondence
- Landlord/Tenant Correspondence
- Tenant Financials
- Tenant Insurance Certificates
- Historical & Future TI's / Rent Concessions
- Historical Occupancy Report

Financial Information

- Operating Statements
- Operating Budget
- Tax Returns
- CAM Reconciliation Worksheets
- Operating Expense Details & Tenant Invoices
- Property Tax Bill
- Historical and Budgeted Capital Expenditures / TI's
- Loan Documents
 - Promissory Notes
 - Loan Agreement
 - Current Balance
 - Payment Information
- Utility Bills & Contracts (2 years)
- A/R Report
- General Ledger
- Security Deposit Ledger
- Salaries & Benefits

Building Information

Address:

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Seller:

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