

| | Owner | Status | Due Date | Notes | Follow Up Req'd |
|---|-------|--------|----------|-------|-----------------|
| Due Diligence Checklist | | | | | |
| Zoning | | | | | |
| Obtain a copy of the plat dated within the last 3 months | | | | | |
| Verify the lot size across all government entities | | | | | |
| Zoning | | | | | |
| Taxes | | | | | |
| Recorder of Deeds | | | | | |
| Verify the current zoning allows for intended use | | | | | |
| Verify the zoning of surrounding properties | | | | | |
| What is the coverage ratio? | | | | | |
| Is there an inclusionary zoning requirement | | | | | |
| Jurisdictional Masterplan Review | | | | | |
| Are there specific design features | | | | | |
| Are there additional overlays | | | | | |
| Are there further zoning restrictions | | | | | |
| What is the sqft loss due to green space requirements? | | | | | |
| What are the building height restrictions? | | | | | |
| What are the ingress/egress visibility req's | | | | | |
| Survey | | | | | |
| Has the property been recently surveyed? | | | | | |
| Are there areas of concern listed on the survey | | | | | |
| Ensure all boundary lines are annotated on the property | | | | | |
| Dimensions for entire property | | | | | |
| What is the frontage and depth relative to the roads? | | | | | |
| What are the dimensions of any wetlands or protected areas | | | | | |
| What is the net sq | | | | | |
| Are there any physical encroachments from neighboring properties? | | | | | |
| Will there be right-of-way dedication required? | | | | | |
| Are there power lines or transmission lines crossing the property? | | | | | |
| Are there any third party property rights | | | | | |
| Are there existing easements or covenants on this property? | | | | | |
| If yes, can you vacate them? | | | | | |
| What are the required setbacks | | | | | |
| Are utilities available from government entities? | | | | | |
| Has the owner put any other conditions on the land? | | | | | |
| If the land has water on it, are their riparian rights? | | | | | |
| Permitting | | | | | |
| Is this a matter of right project | | | | | |
| If no, what is the variance or conditional use process? | | | | | |
| Can you execute with administrative relief? | | | | | |
| Does this require board approval? | | | | | |
| Does this project require any state or federal permits? | | | | | |
| What is the rough timeline for getting permits? | | | | | |
| What agencies are involved in permitting? | | | | | |
| What is the current climate like for obtaining permits in this jurisdiction | | | | | |
| What governmental entities have jurisdiction over this property? | | | | | |
| What is the process for getting a building permit | | | | | |
| Will a public hearing or public notices be required? | | | | | |
| What permits are required for the project? | | | | | |
| Site Investigation | | | | | |
| Is there proper access to the site | | | | | |
| What is the total frontage? | | | | | |
| What is the overall grade of the property | | | | | |
| What is the terrain like? | | | | | |
| Get a copy of all topography reports | | | | | |
| Are there low spots where water will pool | | | | | |
| Is land balancing an option | | | | | |
| Are there high points or ridge lines | | | | | |
| Are there any rock outcroppings? | | | | | |
| Utilities | | | | | |
| do the mains have adequate capacity for our project? | | | | | |
| Are there any power lines crossing the property | | | | | |
| Is there a set back related to those lines? | | | | | |
| Are there hook up assessments that are undocumented | | | | | |
| Will utility relocation be required? | | | | | |
| Where are shutoffs/breakers located on property | | | | | |
| Water | | | | | |
| Electric | | | | | |
| Gas | | | | | |
| Are there taps near the property | | | | | |
| Are they live? | | | | | |
| What are the tap/connection fees | | | | | |

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| Water | | | | | |
| Sewer | | | | | |
| Electric | | | | | |
| Gas | | | | | |
| Storm Water | | | | | |
| Is there utility capacity available to serve the property? | | | | | |
| Gas | | | | | |
| Electric | | | | | |
| Water | | | | | |
| Are there wells on the land? Well depth? | | | | | |
| Sewer | | | | | |
| Is there a city connection? | | | | | |
| Will the property require septic? | | | | | |
| Are there any specific septic requirements | | | | | |
| Is there trash pick up available? | | | | | |
| Geotech | | | | | |
| Are there any poor soils that would require out of the ordinary building requirements? | | | | | |
| Is there any soil erosion considerations? | | | | | |
| Are there any existing conditions that could cause subsidence | | | | | |
| Are there any geologic hazards | | | | | |
| Have soil borings been conducted to determine depth? | | | | | |
| Have preliminary perc tests been conducted? | | | | | |
| Has a drainage report been conducted? | | | | | |
| Is the soil conducive to digging | | | | | |
| Environmental | | | | | |
| Get a copy of the phase I environmental site report or order one. | | | | | |
| Are there any hazardous materials that will require clean-up/disposal | | | | | |
| Are there any special local environmental regulations (ex: critical area, water quality protection area)? | | | | | |
| Has any portion of the site been classified as historically or archaeologically significant? | | | | | |
| Is the property subject to Fish and Game regulations? | | | | | |
| What are the tree removal requirements? | | | | | |
| Are there any threatened or endangered species on the site? | | | | | |
| Is there any natural hazards that require disclosure? Get a copy of the report | | | | | |
| Is a vegetation report required? | | | | | |
| Are there any waters of the US on or running through the site | | | | | |
| Identify all floodplains and low lying areas that may retain water or require drainage | | | | | |
| Are there wetlands on the property | | | | | |
| Can the wetlands be relocated? | | | | | |
| What uses are available for the wetlands | | | | | |
| Storm Water | | | | | |
| Verify stormwater control requirements and impact to buildable sqft and cost | | | | | |
| Is there a storm water management plan in place | | | | | |
| Is the facility currently connected to a storm sewer | | | | | |
| are there connection fees for the storm sewer | | | | | |
| Is the site properly graded to ensure no pooling | | | | | |
| Are the downspouts correctly angled to ensure proper drainage | | | | | |
| Is there proper detention | | | | | |
| Is there space for detention ponds or will you have to vault? | | | | | |
| Right of Way | | | | | |
| Is ROW dedication required? | | | | | |
| If yes, how much? | | | | | |
| By plat or separate document? | | | | | |
| What are the requirements for streets | | | | | |
| Width | | | | | |
| Load bearing | | | | | |
| Will we be required to install curbs | | | | | |
| Will sidewalks be required? | | | | | |
| Landscaping/ tree lawn required? | | | | | |
| Will we have to cut any curbs? | | | | | |
| If yes, what are the permitting requirements? | | | | | |
| What are the parking requirements? | | | | | |
| Traffic Considerations | | | | | |
| Will a traffic study be required | | | | | |
| Traffic Lights | | | | | |
| Intersections | | | | | |
| Fire | | | | | |
| Is this property serviced by police and fire? | | | | | |
| What are the fire lane widths and turning radii requirements | | | | | |
| Cement loading considerations | | | | | |
| Where are the current hydrant locations | | | | | |
| Will we need to install new hydrants | | | | | |

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| Approximate cost per hydrant | | | | | |
| Sprinkler system requirements | | | | | |
| What is the system rating | | | | | |
| If yes, will this require a dedicated line | | | | | |
| Is there a current system and does it meet code | | | | | |
| Are there any unique fire code requirement for this jurisdiction | | | | | |
| Are there any hazardous materials on site that require special storage? For example, propane or paint | | | | | |
| If there is an existing system, does it meet current code | | | | | |
| When was it last inspected? | | | | | |
| Does the alarm connect to the local fire department | | | | | |
| Site Construction | | | | | |
| Year built | | | | | |
| Type of construction | | | | | |
| Is asbestos a concern | | | | | |
| Is there any evidence of deferred maintenance? | | | | | |
| Condition of roads | | | | | |
| What material | | | | | |
| Condition of gate opening mechanism | | | | | |
| Is the key pad accessible without getting out of the car | | | | | |
| Condition of fence | | | | | |
| Condition of lights | | | | | |
| Is the entire property lit at night | | | | | |
| Condition of security system | | | | | |
| Who is the provider | | | | | |
| Condition of landscaping | | | | | |
| Is there proper space for snow removal | | | | | |
| Condition of internet infrastructure? | | | | | |
| Signage | | | | | |
| Is there proper signage? | | | | | |
| Verify signage rights | | | | | |
| If part a PUD, are these rights by contract | | | | | |
| Buildings | | | | | |
| Storage Buildings | | | | | |
| Walls | | | | | |
| Type of material | | | | | |
| Condition of the walls | | | | | |
| Are there bollards | | | | | |
| Roof | | | | | |
| Type | | | | | |
| Condition | | | | | |
| Last replaced | | | | | |
| Doors | | | | | |
| Condition | | | | | |
| Are they roll up | | | | | |
| How many need repair | | | | | |
| Who is the manufacturer | | | | | |
| Locks | | | | | |
| Type of mechanism | | | | | |
| Ability to put office lock on | | | | | |
| Proper Ventilation | | | | | |
| Office Space - If Applicable | | | | | |
| What is the current size? | | | | | |
| How many bathrooms | | | | | |
| Is there retail space | | | | | |
| Condition of windows | | | | | |
| Proper ventilation | | | | | |
| Internet for operating office equipment | | | | | |
| Cell phone service | | | | | |
| MEPs | | | | | |
| HVAC | | | | | |
| Type | | | | | |
| Year installed or renovated | | | | | |
| Plumbing | | | | | |
| Type | | | | | |
| Year installed or renovated | | | | | |
| Electrical | | | | | |
| Type | | | | | |
| Year installed or renovated | | | | | |
| What is the amperage | | | | | |
| Operations | | | | | |
| Current physical occupancy | | | | | |
| Inspect all doors for locks | | | | | |
| When was the last price increase | | | | | |

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| Identify any special rates/arrangements for tenants | | | | | |
| Identify all current service providers | | | | | |
| Current site management system | | | | | |
| Current operating hours | | | | | |
| Current access hours | | | | | |
| Verify all current bills are paid | | | | | |
| Cable | | | | | |
| Internet | | | | | |
| Water | | | | | |
| Sewer | | | | | |
| Electric | | | | | |
| Waste | | | | | |
| Web site hosting service | | | | | |
| Get copies of all rental agreements | | | | | |
| Verify contact information | | | | | |
| Verify there is a lock on the door listed in agreement | | | | | |
| If there is retail, how much inventory is on hand | | | | | |
| Any major repairs in the last 24 months | | | | | |
| Get copies of invoices and verify payment | | | | | |
| What is the current leasing process? | | | | | |
| Marketing | | | | | |
| Status of website | | | | | |
| Is it mobile enabled | | | | | |
| Can customers reserve units from site and/or phone? | | | | | |
| Professional photos | | | | | |
| Current promotions being offered | | | | | |
| Are there any coupons or vouchers in circulation | | | | | |
| Compare current rents to market rents | | | | | |
| Local Partnerships | | | | | |
| Chamber of Commerce | | | | | |
| Charities | | | | | |
| Online Listings | | | | | |
| Identify sources of current advertisements | | | | | |
| Financial | | | | | |
| List of all rental prices and fees | | | | | |
| What additional profit centers are in operation | | | | | |
| Verify all income | | | | | |
| Copies of three years of tax returns | | | | | |
| Current economic occupancy | | | | | |
| Compare deposits to stated rents | | | | | |
| Copies of T12 rent rolls | | | | | |
| Copies of T12 deposits | | | | | |
| Are there any pre-paid rents | | | | | |
| Verify deposits/get copies of receipts | | | | | |
| Verify Property Tax Status | | | | | |
| Verify new tax amount based on sale | | | | | |
| T12 Monthly expense reports | | | | | |
| What is the current financing? | | | | | |
| Is it assumable | | | | | |
| Is there defeasance? | | | | | |
| What is the current accounting software | | | | | |
| Does it integrate with the site management system | | | | | |
| Admin | | | | | |
| Copy of the Certificate of Occupancy | | | | | |
| Copy of current business license | | | | | |
| Copy of building plans | | | | | |
| Is the site built according to the plans? | | | | | |
| Identify structural engineer of record | | | | | |
| Identify architect of record | | | | | |
| Identify civil engineer of record | | | | | |
| Identify builder of record | | | | | |
| Copy of building permits | | | | | |
| Are there any unpermitted buildings? | | | | | |
| Are there any other required permits? | | | | | |
| Septic/Sewer | | | | | |
| Water, to include well if applicable | | | | | |
| Are there any sub surface mineral rights? | | | | | |
| Get surface use agreement | | | | | |
| What are the current audit procedures | | | | | |
| Financial | | | | | |
| Admin | | | | | |
| Operational | | | | | |
| Legal | | | | | |
| Insurance | | | | | |
| Copy of title insurance policy | | | | | |
| Copy of GL policy | | | | | |

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| Tenant insurance provide, copy of policy | | | | | |
| Have there been any insurance claims in the last 24 months? | | | | | |
| Human Resources | | | | | |
| What are the benefits employees are currently receiving | | | | | |
| Get a copy of the Current employee handbook | | | | | |
| what year was it published? | | | | | |
| Are the employee policies up to date? | | | | | |
| Employment agreement with employees | | | | | |
| Current number of full and part time employees | | | | | |
| What incentives are in place? | | | | | |
| How are employees paid | | | | | |
| What does the labor market look like? | | | | | |
| Legal | | | | | |
| Does any personal property convey with the sale? | | | | | |
| Inspect the condition of all property | | | | | |
| Are there any contracts with 3rd Party Vendors | | | | | |
| Are these severable upon sale | | | | | |
| Eviction and seizure process | | | | | |
| Auction process | | | | | |
| Any settled or pending lawsuits | | | | | |
| Copy of current rental agreement | | | | | |