

## Real Estate Acquisition Due Diligence Checklist

Buying commercial real estate — either as an investment property or a new location for your business — is a big decision. Thorough due diligence into the asset is fundamental to the real estate acquisition process, both to confirm it's a sound investment and expose potential risks.

Use this checklist to start identifying the key areas for consideration when undertaking the acquisition of commercial real estate.

Property:

Address:


Price:

Deposit:


Due diligence end date:

Closing date:


### Property & condition

	REVIEW TASKS	RESPONSIBLE PARTY	DUE DATE	NOTES
	Site plans/architectural drawings			
	Certificate of occupancy & other government permits or approvals			
	History of code inspections			
	All vendor contracts			
	All tenant leases & other agreements encumbering the property			
	Contact information of anyone who has recently completed work on the property			
	Existing insurance policy for property			
	All warranties & guarantees for any property repairs or mechanicals			


### Financial revenue & expenses

	REVIEW TASKS	RESPONSIBLE PARTY	DUE DATE	NOTES
	Rent roll/tenant list			
	Historical financial statements for property			
	Tenant financial information, including payment history			
	Property tax assessments & bills (3 years)			
	Invoices of all major repairs (3 years)			
	Invoices of all utilities (3 years)			

## Market trends

	REVIEW TASKS	RESPONSIBLE PARTY	DUE DATE	NOTES
	Sales comparables			
	Rent comparables			
	New construction			

## Third-party reports

	REVIEW TASKS	RESPONSIBLE PARTY	DUE DATE	NOTES
	Engage third-party consultant to conduct a property condition assessment			
	Engage third-party consultant to conduct a Phase 1 Environmental Site Assessment			
	Engage third-party consultant to conduct an ALTA Survey			
	Engage third-party consultant to conduct zoning analysis			

This checklist describes a few of the most common due diligence tasks related to a general commercial real estate acquisition. Depending on the property type (e.g., retail, office, industrial, multifamily), there are a number of different items to consider before purchasing a property. For more information about what to look for and how we can help, contact our staff.

### Contact our due diligence experts

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### About our due diligence services

As part of our due diligence services, **Plante Moran Realpoint Investment Advisors (PMRIA)** can help you evaluate your acquisition, determine the scope of services you need, bid the work for the best price and quality, and ask the right questions throughout the process to give you confidence in your purchase.

Clients have found that we provide extensive value by pairing this service with our real estate acquisition and debt financing services.

**Learn more at [pmrealpointinvestment.com](https://pmrealpointinvestment.com).**

This is not intended to be an all-inclusive list of the due diligence or activities to be performed when acquiring an asset and should not be relied upon as such. Strategies mentioned herein may not be appropriate for you. All investments include risk and have the potential for loss as well as gain. You should consult an investment professional regarding your own situation.