

Site Due Diligence Checklist

Property / Deal Info

- Property name:
- Parcel number(s):
- Property type:
- Due diligence period:
- Address:
- Seller / owner:
- Intended use:
- Closing target:

Title / Legal

___ **1.** Title commitment

___ **2.** Survey

___ **3.** Deed and legal description

___ **4.** Easements, covenants, and restrictions

___ **5.** Liens, judgments or encumberances

___ **6.** Access / right-of-way / adjacencies

___ **7.** Pending litigation or condemnation check

Zoning / Permits

___ **1.** Zoning classification
___ **2.** Planned use
___ **3.** Variances / special approvals
___ **4.** Setbacks, parking, signage, and lot coverage
___ **5.** Open permits or code violations
___ **6.** Certificates of occupancy

Site / Physical

___ **1.** Boundary and topographic conditions
___ **2.** Ingress / egress and site access
___ **3.** Parking count
___ **4.** Drainage / stormwater
___ **5.** Grading, erosion, or settlement issues
___ **6.** Pavement, sidewalks, and curbs
___ **7.** Lighting, fencing, and site amenities
___ **8.** Trash, loading, and service access

Building / Systems

___ **1.** Exterior envelope
___ **2.** Roof condition
___ **3.** Structure / foundation
___ **4.** HVAC
___ **5.** Plumbing and electrical
___ **6.** Fire protection / alarm systems
___ **7.** ADA / accessibility
___ **8.** Deferred maintenance and capital items
___ **9.** Specialist reviews

Environmental / Flood

___ **1.** Phase I ESA
___ **2.** Phase II ESA, if needed
___ **3.** USTs, asbestos, lead, mold, or radon
___ **4.** Wetlands / floodplain
___ **5.** FEMA flood zone
___ **6.** Spill history and environmental notices

Utilities / Infrastructure

___ **1.** Water, sewer, electric, gas, and telecom
___ **2.** Utility capacity
___ **3.** Utility easements
___ **4.** Utility bills / consumption

Financial / Operational

___ **1.** Rent
___ **2.** Leases and amendments
___ **3.** Security deposits
___ **4.** Insurance
___ **5** Tax bills
___ **6.** Utility costs and service contracts
___ **7.** Insurance policies and claims history
___ **8.** Capital expenditure

Decision

___ **1.** Deal breakers
___ **2.** Open items
___ **3.** Risk rating / Recommendation