

Property Name	
Address	
Description	
Year Built	
Last Sale Price/Date	
DESCRIPTION	COMMENTS
Leasing Information	
Copy of Current Leases	
Copy of Current Rent Roll	
Copy of Current Security Deposits	
Pet Policy	
All units with pets	
Financial & Operating	
Annual operating statements – 2 years	
Audited Financial Statements – 2 years	
Signed document all statements are accurate	
List of miscellaneous income items	
Operating Expense Items	
General and Administrative	
Copies of current office equipment leases	
List of local memberships	
Management Payroll	
List of staff names, employment history/salaries/ benefits	
Maintenance Payroll	
List of staff names, employment history	

DESCRIPTION	COMMENTS
Utilities	
Utility Invoices – Last 2 years	
Utility names/telephone #, Acct #'s	
Repairs and Maintenance	
Last 3 years work order history	
List of Recurring Maintenance Problems	
Real Estate Taxes	
Current R.E. Tax bill	
Last two years R.E. Tax bill	
Insurance	
Copy of current insurance policy	
List of claims – last 3 years	
Reserve Replacement	
List of current items replaced last 3 years	



Inventory	
Office Inventory	
Club House Inventory	
Maintenance Shop Inventory	
Pool Inventory	
Financing	
Loan Documents	
Loan prepayment calculations	

DESCRIPTION	COMMENTS
Studies	
Phase I Environmental Study	
Phase II Environmental Study	
Appraisal	
Soils Test	
Pest Inspection Report	
Structural Inspection Report	
Drainage Inspection Report	
Legal Documents	
Legal Description	
Copy of Zoning Letter	
Copies of Utility Letters	
Sellers certification that property meets all state and local codes	
Rent Control Ordinances	
Construction Documents	
"As Built" Survey	
Site Plan	
Copy of Original Building Plans w/specs	
Copies of all Warranties	
Site Diagram with Unit Numbers	
List of all Subcontractors/Telephone #s	



DESCRIPTION	COMMENTS
Contract/Service Agreements	
Landscaping	
Sweeping Service	
Snow Removal	
Chimney Cleaning	
Pest Control	
Vending Machines	
Laundry	
Security System	
Security Patrol	
Cable TV	
Pool Service	
Pager Service	
Answering Service	
Copier Service	
Fax Service	
Telephone Equipment Service	
Eviction Service	
Tenant Check Service	
Apartment Association Membership	
Yellow Page Listing	
Advertising Contracts	
Business Permits	

Contracts/Service Agreements (continued)	
Description	
Rental Agency Agreements	
Apartment Guide Agreements	
Printing Contracts	
Apartment Turnkey Agreements	
Apartment Painting Agreements	
Apartment Carpet Agreements	
Maid Service Agreements	
Courier Agreements	

