Apartment Worksheet

Resp	Date Completed					
	•	Professional Reports				
, -	· · · · · · · · · · · · · · · · · · ·	1.	Review title policy			
	 .	2.	Update and review survey			
		3	Obtain termite inspection and letter			
	·	4.	Obtain environmental report			
		5.	Obtain structural engineering inspection			
	· · ·	6.	Obtain appraisal			
		7.	Review first mortgage documents			
· · · · · · · · · · · · · · · · · · ·		8.	Obtain financing commitment			
		9.	Verify zoning proper			
		10.	Obtain insurance coverage			
		On Si	On Site Review			
		11.	Review leases/audit rent roll			
		12.	Inspect interior of units			
		13.	Discuss with onsite personnel the following:			
			 A. Condition of HVAC systems B. Condition of plumbing C. Condition of drainage systems D. Condition of electrical systems E. Condition of appliances F. Any mineshafts, sink holes, subsurface water or other big problem? 			

				G. H.	Any crime issues What are the problems on the property?	
·			14.	Obtain inventory of personal property including tools and equipment		
			Const	struction Review		
· · · · · · · · · · · · · · · · · · ·		· ·	15.	Verify follow	with city and county the ring:	
				A. B.	Any existing violation? Fire sprinklers required on rehab?	
				C. D. E.	Parking complies with code? Density complies with code? If property destroyed can same number of units be built	
				F.	back? Permit issues re rehab?	
· .			16.	Obtain and sp	and review construction plans	
•	•		17.	Obtain listing of significant repairs or maintenance or capital items needed		
			18.	Prepare construction budget		
			Financ	ial Revi	<u>iew</u>	
			19.		v financial statements for last s and short period ytd	
			20.	Prepare	e first year's budget	
			21.	Review all maintenance, service and other contracts		
			22.	Obtain	property tax bills and review	
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