

PROPERTY DUE DILIGENCE CHECKLIST

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This checklist contains documents and information related to property ownership and leases that a seller might request from a buyer.

PROPERTY	OWNER	COMPLETE?	DATE OF COMPLETION	NOTES
Deeds				
Deeds of trust and mortgages				
Conditional sale agreements				
Title reports				
Financing leases and sale and leaseback agreements				
Operating leases				
Leases of real property				
Other interests in real property				
Production-related matters				
List the company's notable subcontractors and the total cost of the business activity and the kinds of services or products provided				
List the company's key suppliers and the type and amount of products procured from each year to date, the most recent complete fiscal years, and if the supplier is the only source of those products				
List monthly manufacturing summaries, with product breakdowns				
Inventory report copies				
Backlogs detailing customers, products, and the requested vs. scheduled shipping dates				
Supplies or materials used to manufacture or cultivate products that may face stock shortages now or in the future				
Information about backlogs and plant operation levels				

Service contract forms and contracts and programs with any service providers				
Research and development, manufacturing, testing related agreements and arrangements				
Fixed assets and locations (with physical verification if possible)				
Sales and purchases of major capital equipment during the last three to five years				
Use permits for assets				
Operational assets				

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