



Due Diligence Checklist

Property:			
# Doors		Renovation Budget	Per Door
Address			

[MAC Assets – Financial freedom through multifamily](#)

Item	Responsible	Due Date	Date Received	Key Learnings	Action Item
Property Meets MAC ASSETS Buy Box					
Underwriting Complete					
Financing Vetted					
Insurance Vetted					
Site Assessment Complete					
Comps Visited / Shopped					
3rd Party Data verified					
Underwriting Approved by team					
Go / No Go terms established					
LOI Submitted					
LOI to Attorney					
DD Detail requirements to Seller Broker					
DD Scheduled					
DD Vendors hired: Inspector					
DD Vendors hired: Roof					
DD Vendors hired: Plumbing					
DD Vendors hired: HVAC					
DD Vendors hired: Electrical					
DD Vendors hired: Other as needed / elevator, engineer, etc					
Travel booked as needed					
Tour all units					
Report of Vendors: Inspector					
Report of Vendors: Roof					
Report of Vendors: Plumbing					
Report of Vendors: HVAC					



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Report of Vendors: Electrical					
Report of Vendors: As Needed					
Report of Vendors: As Needed					
Assessment of Grounds					
Assessment of Office					
Assessment of Workshop					
Assessment of Staff					
Assessment of Tenant Base					
Assessment of Amenities					
Assessment of Quality of Maintenance					
Assessment of Laundry					
Assessment of down units					
Assessment of Exteriors					
Assessment of Interiors					
Comps Shopped					
Discussions as appropriate for Tenant Concerns / Wants					
Insurance Concerns					
Fire Compliance					
Lease Audit vs. Rent Roll					
Bank Statements					
Leasing analysis					
Rent Roll vs. Underwriting					
Marketing Plan in place					
Contracts conveying with sale					
Contracts not conveying with sale					
Financials last 3 to 5 Yrs per contract					
Permits / Gov't items					



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Environmental / Water / Engineering reports					
Soils					
Utility Invoices 24 months					
Maintenance history 24 months					
Tax Statements					
Do Underwriting Assumptions stand?					
Bid repairs as learned					
Modify underwriting as appropriate					
GO / NO GO					