

Due Diligence Checklist

1. Monthly bank statements for the previous 2 years, including year to date
2. Monthly Profit and Loss statements for the previous 2 years, including year to date
3. Monthly Balance Sheet statements for the previous 2 years, including year to date
4. Monthly General Ledger statements for the previous 2 years, including year to date
5. Monthly rent rolls for the previous 2 years, including year to date, with the following details:
 - a. Unit number
 - b. Unit type (bed/bath, garage, basement, etc.)
 - c. Square feet
 - d. Tenant name,
 - e. Lease start, end date, original move-in date
 - f. Rent and other charges, concessions, discounts
 - g. VIN Number of mobile home or RV
 - h. Age and model of mobile home or RV
6. Copy of park-owned mobile home or RV titles (original titles to be conveyed with the sale)
7. Schedule of all tenant deposits and balances outstanding
8. Current Leases (For All Tenants)
9. Last 2 years Tax Returns for the property
10. Monthly utility bills for previous 1 years, including year to date
11. List specifying which utilities are paid by tenants and which by owner
12. Last 2 years Property Tax Bills
13. Property Insurance Declaration Page
14. List of all Personal Property that conveys with the sale (If Applicable, including furniture, fixtures, tools, equipment that will come with the property)
15. Any and all unexpired warranties covering roofs or other major projects or equipment
16. Current certificate of occupancy
17. Schedule of units currently under eviction (if applicable)
18. Survey (if applicable)
19. Management Payroll (If Applicable)
20. Management Agreement (If Applicable)
21. Insurance loss claims for the past five years including property, general liability and worker's comp claims
22. All inspection reports including, if applicable, but not limited to:
 - a. Reports conducted for health, fire
 - b. Code violations for the last 5 years
 - c. Inspections, engineering report
 - d. Pest, termite and bed bug reports