

Real Estate Due Diligence Checklist

Key documents to include in a secure virtual data room

Use this checklist to organise and review documentation during acquisitions, dispositions, or refinancing.

Legal

- ☐ Purchase and sale agreement (PSA)
- ☐ Title report, deed, and encumbrances
- ☐ Lease agreements and amendments
- ☐ Listing agreements and brokerage contracts
- ☐ Letters of intent (LOI)
- ☐ Assignment and assumption agreements
- ☐ Escrow agreements
- ☐ Joint venture or partnership agreements
- ☐ Non-disclosure agreements (NDAs)
- ☐ Mortgage notes and financing documents
- ☐ Legal and regulatory compliance notices
- ☐ Litigation history and settlement documents
- ☐ Environmental compliance certificates
- ☐ Third-party legal due diligence reports

Incomplete diligence can delay closing or affect pricing.

Technical

- ☐ Property inspection reports (building, mechanical systems, roof)
- ☐ Property appraisal reports
- ☐ Architectural drawings, blueprints, and as-built plans
- ☐ Mechanical, electrical, plumbing (MEP) documentation
- ☐ Maintenance and repair logs
- ☐ Property surveys and boundary reports
- ☐ Structural engineering assessments
- ☐ Health, safety, and fire compliance reports
- ☐ Accessibility compliance (ADA or local equivalent)
- ☐ Site plans and landscaping documentation

Financial

- ☐ Income and expense statements
- ☐ Rent roll with arrears and lease terms
- ☐ Utility bills and service contracts
- ☐ Property tax records and assessment history
- ☐ Insurance policies and claims history
- ☐ Capital expenditure (CapEx) records and forecasts
- ☐ Tenant financial statements (for commercial tenants)
- ☐ Environmental assessment costs or obligations
- ☐ Operating budgets and pro forma models

Buyers expect clarity on income stability, leases, and regulatory risk.

Leasing

- ☐ Executed lease agreements and amendments
- ☐ Lease abstracts summarizing key terms
- ☐ Estoppel certificates
- ☐ Tenant applications and screening records (where permitted by law)
- ☐ Tenant contact directory
- ☐ Security deposit records
- ☐ Renewal agreements and notices
- ☐ Tenant complaint logs and maintenance request history
- ☐ Delinquency, arrears, or eviction history

Organised data rooms reduce follow-ups during property transactions by keeping leases, title documents, and reports in one structure with clear permissions. This helps buyers and advisors find what they need faster and limits repeated requests.

Commercial

- ☐ Market studies and area demand analysis
- ☐ Comparable property (comps) set
- ☐ Tenant mix analysis (for commercial/multitenant assets)
- ☐ Occupancy trends and turnover history
- ☐ Operating expense benchmarks
- ☐ Zoning confirmations and land-use restrictions
- ☐ Planned infrastructure or nearby development projects
- ☐ Vendor and service provider contracts (cleaning, HVAC, security, landscaping)
- ☐ Environmental reports (Phase I/II)

ideals.

Prepare Your Real Estate Due Diligence the Right Way

Share documents securely, control access, and accelerate review cycles for faster closings.

Explore Ideals Data Room