

Marcus & Millichap
Real Estate Investment Services

Due Diligence Checklist

<i>Documents</i>	<i>Requested</i>	<i>Received</i>
Leases: Copies of all leases pertaining to the Property, including any modifications, supplements, or amendments to the leases;	X	
Service Contacts: Existing management agreements and service agreements, if any, and copies of current utility capacity letters from the Property's water and sewer service provider;	X	
Insurance Policies;	X	
Latest Tax Bill(s): Property tax statements for the Property for the previous 2 calendar years;	X	
Other Written Agreements, Code Violations, or Notices which Affect the Property;	X	
Documents Regarding the Financial Condition, Business Prospects or Prospective Continued Occupancy of any Tenant;	X	
Operating Statements for 2008, 2009 and proforma 2010;	X	
Notes and Deeds of Trust: Copies of all notes and deeds of trust against the Property that the Buyer will assume or that the Seller will not pay in full on or before closing;	X	
Current Rent Roll including a Schedule of all Tenant Deposits and Fees;	X	
Environmental Reports: Copies of all previous environmental assessments, studies, or analyses made on or relating to the Property;	X	
Most Recent Survey.	X	

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