

## Real estate - due diligence checklist

object / property / real estate:

Contact person      contact details

|  |
|--|
|  |
|--|

| General/Initial measurement     | Yes | No | Open | Comment: | Day | Responsibility |
|---------------------------------|-----|----|------|----------|-----|----------------|
| Exposé                          |     |    |      |          |     |                |
| Exclusivity                     |     |    |      |          |     |                |
| Map + floor plan                |     |    |      |          |     |                |
| Views                           |     |    |      |          |     |                |
| Construction description        |     |    |      |          |     |                |
| List of tenants with basic data |     |    |      |          |     |                |

### WEG

|                                       |  |  |  |  |  |  |
|---------------------------------------|--|--|--|--|--|--|
| Structure of ownership                |  |  |  |  |  |  |
| Protocols of assembly of shareholders |  |  |  |  |  |  |
| Economic plans                        |  |  |  |  |  |  |
| Community regulations                 |  |  |  |  |  |  |
| Certificate of separated living space |  |  |  |  |  |  |
| Other relevant documents              |  |  |  |  |  |  |

### Macro- and micro location (valuation)

|                         |  |  |  |  |  |  |
|-------------------------|--|--|--|--|--|--|
| Demographic development |  |  |  |  |  |  |
| Demographic structure   |  |  |  |  |  |  |
| Migration trends        |  |  |  |  |  |  |
| Economic development    |  |  |  |  |  |  |

|                                      |  |  |  |  |  |  |
|--------------------------------------|--|--|--|--|--|--|
| Economic structure                   |  |  |  |  |  |  |
| Purchasing power index               |  |  |  |  |  |  |
| Transport/traffic connection         |  |  |  |  |  |  |
| Development of public transportation |  |  |  |  |  |  |
| Neighborhood (risks)                 |  |  |  |  |  |  |
| Local supply                         |  |  |  |  |  |  |
| Infrastructure                       |  |  |  |  |  |  |
| Immission / emission                 |  |  |  |  |  |  |
| Architectural identity               |  |  |  |  |  |  |

#### Relevant documents for tenants

|   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| Information about rent reduction                |  |  |  |  |  |  |
| List of non-apportionable additional costs      |  |  |  |  |  |  |
| Floor plans with colored renting spaces         |  |  |  |  |  |  |
| Copy of all other contracts for transfer of use |  |  |  |  |  |  |
| List of legal disputes                          |  |  |  |  |  |  |
| List of rental arrears                          |  |  |  |  |  |  |
| Acceptance protocol                             |  |  |  |  |  |  |
| Renting contracts, additions, attachments       |  |  |  |  |  |  |
| Rental collateral, copies, account statements   |  |  |  |  |  |  |
| Index / rent index                              |  |  |  |  |  |  |
| List of additional costs for the past 3 years   |  |  |  |  |  |  |
| Rent guarantees                                 |  |  |  |  |  |  |

|                          |  |  |  |  |  |  |
|--------------------------|--|--|--|--|--|--|
| Other relevant documents |  |  |  |  |  |  |
|--------------------------|--|--|--|--|--|--|

### Efficiency and usability

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| Vacancy situation in neighborhood              |  |  |  |  |  |  |
| Net renting space absorption                   |  |  |  |  |  |  |
| Supply of space (medium- and long-term)        |  |  |  |  |  |  |
| Space additions/reductions (anchor)            |  |  |  |  |  |  |
| Peak and average rent                          |  |  |  |  |  |  |
| Property prices                                |  |  |  |  |  |  |
| Purchasing price                               |  |  |  |  |  |  |
| Comparable returns & transactions              |  |  |  |  |  |  |
| Revitalisation                                 |  |  |  |  |  |  |
| Secondary exploitation options /- alternatives |  |  |  |  |  |  |
| Versatility of building, divisibility          |  |  |  |  |  |  |
| Delivery, usage?                               |  |  |  |  |  |  |
| ...  |  |  |  |  |  |  |
| Other relevant documents                       |  |  |  |  |  |  |

### Land register / cadastre ground value

|   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| Extract from register of construction burdens |  |  |  |  |  |  |
| Extract from real estate cadastre             |  |  |  |  |  |  |
| Ground value document                         |  |  |  |  |  |  |
| Extract from land register                    |  |  |  |  |  |  |
| Burdens and restrictions                      |  |  |  |  |  |  |

|                          |  |  |  |  |  |  |
|--------------------------|--|--|--|--|--|--|
| Other relevant documents |  |  |  |  |  |  |
|--------------------------|--|--|--|--|--|--|

### Purchase contract of property

|                          |  |  |  |  |  |  |
|--------------------------|--|--|--|--|--|--|
| Leasehold contract       |  |  |  |  |  |  |
| Open development charges |  |  |  |  |  |  |
| Declaration of division  |  |  |  |  |  |  |
| Easements                |  |  |  |  |  |  |
| ...                      |  |  |  |  |  |  |
| Other relevant documents |  |  |  |  |  |  |

### Construction and planning regulations

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| Building inspection (public protocols) |  |  |  |  |  |  |
| Building application                   |  |  |  |  |  |  |
| Building permission                    |  |  |  |  |  |  |
| Development plan, description          |  |  |  |  |  |  |
| Other auth. acceptance certificates    |  |  |  |  |  |  |
| Current legal disputes                 |  |  |  |  |  |  |
| Public claims / subsidies              |  |  |  |  |  |  |
| Architectural contract, copyrights     |  |  |  |  |  |  |
| List of contracts                      |  |  |  |  |  |  |
| List of guarantees                     |  |  |  |  |  |  |
| General contractor agreement           |  |  |  |  |  |  |
| Other relevant documents               |  |  |  |  |  |  |

### Liability agreements

|                 |  |  |  |  |  |  |
|-----------------|--|--|--|--|--|--|
| Neighbor claims |  |  |  |  |  |  |
|-----------------|--|--|--|--|--|--|

|   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| Permission for neighboring building         |  |  |  |  |  |  |
| Agreement from neighborhood                 |  |  |  |  |  |  |
| Permission in case of sale                  |  |  |  |  |  |  |
| Rights of use and safety of third parties   |  |  |  |  |  |  |
| Agreement under private law                 |  |  |  |  |  |  |
| Telecommunication contracts                 |  |  |  |  |  |  |
| Insurance (fire, liability)                 |  |  |  |  |  |  |
| Contracts for waste disposal                |  |  |  |  |  |  |
| Contracts for maintenance                   |  |  |  |  |  |  |
| Contracts for energy and water supply       |  |  |  |  |  |  |
| Contracts for technical facility management |  |  |  |  |  |  |
| Maintenance contracts                       |  |  |  |  |  |  |
| List of current legal disputes              |  |  |  |  |  |  |
| Other relevant documents                    |  |  |  |  |  |  |

### Taxes associated to the object

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| Property tax assessment                    |  |  |  |  |  |  |
| Report about special audit for sales taxes |  |  |  |  |  |  |
| Report about assessed values               |  |  |  |  |  |  |
| ...  |  |  |  |  |  |  |
| Other relevant documents                   |  |  |  |  |  |  |

### Technical documents

|                        |  |  |  |  |  |  |
|------------------------|--|--|--|--|--|--|
| Building specification |  |  |  |  |  |  |
|------------------------|--|--|--|--|--|--|

|   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| Energy certificate                            |  |  |  |  |  |  |
| Subsoil expertise                             |  |  |  |  |  |  |
| Inventory plans                               |  |  |  |  |  |  |
| Space calculation                             |  |  |  |  |  |  |
| Proof of measurements                         |  |  |  |  |  |  |
| Proof of maintenance (heating)                |  |  |  |  |  |  |
| Plans/documents housing technology            |  |  |  |  |  |  |
| Protocols of fire inspection                  |  |  |  |  |  |  |
| TÜV protocols                                 |  |  |  |  |  |  |
| Budget for maintenance                        |  |  |  |  |  |  |
| Construction quality (roof, electricity etc.) |  |  |  |  |  |  |
| Contracts with service providers              |  |  |  |  |  |  |
| Other relevant documents                      |  |  |  |  |  |  |

### Contaminated sites, restrictions, complaints and reports about further risks

|                                   |  |  |  |  |  |  |
|-----------------------------------|--|--|--|--|--|--|
| Report about contaminated sites   |  |  |  |  |  |  |
| Previous usage                    |  |  |  |  |  |  |
| Type of area (construction law)   |  |  |  |  |  |  |
| Local environmental situation     |  |  |  |  |  |  |
| Other expert opinions             |  |  |  |  |  |  |
| Earthquakes                       |  |  |  |  |  |  |
| Flood area                        |  |  |  |  |  |  |
| Pollutants (asbestos, radon, R22) |  |  |  |  |  |  |
| Ground monuments                  |  |  |  |  |  |  |
| Traffic (smell and noises)        |  |  |  |  |  |  |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| Construction, industry, environmental orders |  |  |  |  |  |
| Preservation order                           |  |  |  |  |  |
| Development freezes                          |  |  |  |  |  |
| Conservation or restructuring area           |  |  |  |  |  |
| Nature conservation                          |  |  |  |  |  |
| Other public legal contracts                 |  |  |  |  |  |

### Schedule

**Transfer of exposés**  
(Note about purchasing option)

until:

**Viewing of property**

until:

**Access to data**

until:

2. inspection

until:

**Due Diligence**

(preliminary examination for purchase)

legal

technical

economic

**Draft of selling contract**

until:

Conversation with tenants

until:

3. inspection

until:

Agreement about sale or purchase contract :

**Appointment with notary**

until:

Selling price due

until:

Handover / transfer benefits and burdens :

**Viewing / other comments:**

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