



ELLSWORTH CONSTRUCTION SERVICES

CONSTRUCTION ADVISORY. DUE DILIGENCE. SMARTER DECISIONS.



PROPERTY DUE DILIGENCE CHECKLIST

WHAT EVERY COMMERCIAL PROPERTY BUYER, INVESTOR & OWNER SHOULD REVIEW BEFORE CLOSING

Purchasing or refinancing a commercial property involves more than reviewing financials. Understanding the physical condition of the building helps identify deferred maintenance, capital expenditures, safety concerns, and operational risks before they become costly surprises.

Use this checklist as a starting point to organize your due diligence process.

CHECKLIST BY AREA



GENERAL PROPERTY INFORMATION

- ☐ Property address & legal description
- ☐ Building age & renovation history
- ☐ Building size & occupancy
- ☐ Current ownership information
- ☐ Existing leases & tenant information
- ☐ Certificates of Occupancy
- ☐ Previous inspection reports



SITE & EXTERIOR

- ☐ Parking lot condition
- ☐ Sidewalks & curbs
- ☐ Site drainage
- ☐ Exterior lighting
- ☐ Landscaping & irrigation
- ☐ Signage
- ☐ Exterior walls
- ☐ Windows & storefront systems
- ☐ Loading areas & service access



ROOF

- ☐ Roof age
- ☐ Roof warranty
- ☐ Evidence of leaks
- ☐ Roof drainage systems
- ☐ Visible damage or deterioration
- ☐ Remaining expected service life



STRUCTURAL COMPONENTS

- ☐ Foundations
- ☐ Structural framing
- ☐ Floor systems
- ☐ Building movement or settlement
- ☐ Visible cracking



HVAC SYSTEMS

- ☐ Equipment age
- ☐ Maintenance records
- ☐ Remaining useful life
- ☐ Capacity for building occupancy
- ☐ Controls & automation systems



ELECTRICAL SYSTEMS

- ☐ Main electrical service
- ☐ Distribution panels
- ☐ Emergency power systems
- ☐ Lighting systems
- ☐ Code deficiencies



PLUMBING SYSTEMS

- ☐ Domestic water supply
- ☐ Sanitary sewer systems
- ☐ Water heaters
- ☐ Pipe condition
- ☐ Evidence of leaks



FIRE & LIFE SAFETY

- ☐ Fire alarm system
- ☐ Fire sprinkler system
- ☐ Portable extinguishers
- ☐ Exit signage
- ☐ Emergency lighting
- ☐ Means of egress



ACCESSIBILITY (ADA)

- ☐ Accessible parking
- ☐ Building entrances
- ☐ Restrooms
- ☐ Public accommodations
- ☐ Accessible routes

TOP 5 COSTLY DUE DILIGENCE MISTAKES

- 1 OVERLOOKING DEFERRED MAINTENANCE**
 Deferred items today become major capital expenses tomorrow. 
- 2 IGNORING ROOF AND HVAC LIFE**
 These two systems often represent the largest near-term costs. 
- 3 NOT REVIEWING DOCUMENTATION**
 Missing permits, warranties, or service records can create risk and expense. 
- 4 UNDERESTIMATING CODE & ADA ISSUES**
 Non-compliance can lead to costly upgrades and legal exposure. 
- 5 FOCUSING ONLY ON COSMETIC APPEARANCE**
 The real costs are often hidden behind walls, roofs, and systems. 

 ellsworthcs.com

 352-624-6610

 Follow Us on LinkedIn



INTERIOR CONDITION

- ☐ Flooring
- ☐ Ceilings
- ☐ Interior finishes
- ☐ Doors & hardware
- ☐ Restroom condition
- ☐ Common areas



ENVIRONMENTAL CONSIDERATIONS

- ☐ Asbestos
- ☐ Mold
- ☐ Lead-based paint
- ☐ Hazardous materials
- ☐ Flood zone considerations
- ☐ Environmental reports (Phase I ESA if applicable)



DOCUMENTATION TO REQUEST

- ☐ Preventive maintenance records
- ☐ Capital improvement history
- ☐ Equipment warranties
- ☐ Service contracts
- ☐ Utility costs
- ☐ Building permits
- ☐ Certificates & inspections
- ☐ Insurance claims history



PRO TIP

A PROFESSIONAL PCA CAN UNCOVER HIDDEN CAPITAL COSTS.

A Property Condition Assessment (PCA) evaluates the physical condition of the building systems and provides an opinion of remaining useful life and near-term repairs. This insight helps you make informed decisions and plan for the future.



WHEN TO BRING IN A CONSTRUCTION CONSULTANT

A qualified construction consultant or Property Condition Assessment (PCA) professional can help identify potential risks before they affect your investment.

Professional assessments can assist with:

- ☒ Property Condition Assessments (PCA)
- ☒ Acquisition Due Diligence
- ☒ Capital Expenditure (CAPEX) Planning
- ☒ Remaining Useful Life (RUL) Evaluations
- ☒ Hotel Property Improvement Plans (PIPs)
- ☒ Scope Development & Budgeting
- ☒ Owner Representation
- ☒ Construction Advisory Services

LET'S TALK. SMART DECISIONS START HERE.



Schedule your complimentary 30-minute consultation.



Visit: www.ellsworthcs.com



or call: **352-624-6610**



ELLSWORTH
CONSTRUCTION SERVICES

Ellsworth Construction Services provides independent construction consulting for commercial real estate owners, investors, lenders, and hospitality clients.

 INTEGRITY |  EXPERIENCE |  INSIGHT |  RESULTS

CONSTRUCTION ADVISORY | DUE DILIGENCE | CAPITAL PLANNING | OWNER REPRESENTATION