



ELLSWORTH INSIGHTS™
ASSET DISPOSITION SERIES

THE SELLER'S PROPERTY CONDITION ASSESSMENT CHECKLIST

KNOW YOUR ASSET. STRENGTHEN YOUR POSITION.

Use this checklist to ensure your Seller's Property Condition Assessment covers the critical items buyers and lenders will focus on during due diligence.



**BE PREPARED.
STAY AHEAD.**

A proactive PCA helps you identify potential issues, plan strategically, and present a well-maintained, well-documented property that buyers can trust.



1. EXECUTIVE SUMMARY

- Overall property condition clearly stated
- Immediate repairs and safety issues highlighted
- Key findings and recommendations summarized

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2. MAJOR BUILDING SYSTEMS

- Roofing
- HVAC
- Plumbing
- Electrical
- Structural
- Elevators
- Fire & life safety systems

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3. DEFERRED MAINTENANCE

- Deficiencies identified and prioritized
- Repair / replacement needed
- Cost estimates included

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4. REMAINING USEFUL LIFE

- Age and condition of major systems
- Expected useful life remaining
- Replacement timelines noted

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5. ADA & CODE COMPLIANCE

- ADA accessibility review completed
- Life safety and building code review
- Any violations identified

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6. ENVIRONMENTAL CONSIDERATIONS

- Environmental site conditions observed
- Any concerns or potential issues noted
- Recommended next steps

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7. CAPITAL PLANNING INSIGHTS

- 5-Year capital needs identified
- Short-term and long-term priorities
- Budgetary guidance provided

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8. PROPERTY COMPONENTS INSPECTED

- Exterior (façade, windows, paving, signage)
- Interior (guest areas, public spaces, BOH)
- Site (parking, drainage, landscaping)
- Building envelope

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9. PHOTOS & DOCUMENTATION

- Representative photos provided
- Deficiencies documented
- Clear and organized report format

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10. RISK FACTORS IDENTIFIED

- Potential liabilities
- Safety concerns
- Operational risks

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11. SUPPORTING DOCUMENTS PROVIDED

- Drawings / plans (if available)
- Previous reports and inspections
- Warranties and equipment data
- Service contracts and maintenance records

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WHY IT MATTERS

A thorough Seller PCA builds credibility, reduces surprises, strengthens negotiations, and positions your property for a smoother, more profitable sale.

