



ELLSWORTH
CONSTRUCTION SERVICES
STRATEGY. PLANNING. PERFORMANCE.

ELLSWORTH INSIGHTS™ | HOTEL ACQUISITION SERIES

INVESTOR DUE DILIGENCE QUESTIONNAIRE

A comprehensive list of questions to guide your evaluation
and ensure nothing is overlooked.



PROPERTY NAME: _____

DATE: _____

LOCATION: _____

PURCHASE PRICE (IF KNOWN): \$ _____

PREPARED BY: _____

LOI / CONTRACT DATE: _____

Use this questionnaire to gather critical information during due diligence. Answers to these questions will help you assess risks, identify potential costs and make informed investment decisions.

1. PROPERTY CONDITION	YES	NO	N/A	DETAILS / COMMENTS
1. When was the last full Property Condition Assessment (PCA) completed?	☐	☐	☐	_____
2. Are there any known structural issues?	☐	☐	☐	_____
3. What is the age and condition of the roof?	☐	☐	☐	_____
4. What is the age and condition of HVAC systems?	☐	☐	☐	_____
5. What is the age and condition of plumbing systems?	☐	☐	☐	_____
6. What is the age and condition of electrical systems?	☐	☐	☐	_____
7. What is the age and condition of elevators?	☐	☐	☐	_____
8. Are there any outstanding code violations?	☐	☐	☐	_____
9. Are there any ADA deficiencies?	☐	☐	☐	_____
10. Has the property experienced water intrusion or mold issues?	☐	☐	☐	_____

2. FINANCIAL & PERFORMANCE	YES	NO	N/A	DETAILS / COMMENTS
1. Can you provide the last 3–5 years of financial statements and tax returns?	☐	☐	☐	_____
2. Are there any one-time adjustments or anomalies?	☐	☐	☐	_____
3. What is the current occupancy trend?	☐	☐	☐	_____
4. What is the ADR and RevPAR trend?	☐	☐	☐	_____
5. Are there any known revenue or expense leaks or inefficiencies?	☐	☐	☐	_____
6. Are there any existing loans or liens on the property?	☐	☐	☐	_____
7. What are the current debt terms and balances?	☐	☐	☐	_____
8. What are projected capital reserves, if any?	☐	☐	☐	_____

3. BRAND & FRANCHISE	YES	NO	N/A	DETAILS / COMMENTS
1. What brand is the property affiliated with?	☐	☐	☐	_____
2. Are there outstanding PIP (Property Improvement Plan) requirements?	☐	☐	☐	_____
3. What is the timeline and estimated cost of required PIPs?	☐	☐	☐	_____
4. Are there any brand compliance issues?	☐	☐	☐	_____
5. What are the franchise fees and royalty obligations?	☐	☐	☐	_____

4. LEGAL & CONTRACTUAL	YES	NO	N/A	DETAILS / COMMENTS
1. Are there any pending or threatened litigation against the property?	☐	☐	☐	_____
2. Are all permits and licenses current and transferable?	☐	☐	☐	_____
3. Are there any environmental reports available?	☐	☐	☐	_____
4. Are there any zoning or land use restrictions?	☐	☐	☐	_____
5. Are there any existing management agreements?	☐	☐	☐	_____
6. Are there any leases, contracts or easements that impact the property?	☐	☐	☐	_____

5. ASSETS & OPERATIONS	YES	NO	N/A	DETAILS / COMMENTS
1. What FF&E is included in the sale?	☐	☐	☐	_____
2. What is the condition and remaining life of major FF&E?	☐	☐	☐	_____
3. What OS&E is included in the sale?	☐	☐	☐	_____
4. Are there any key vendor or service contracts in place?	☐	☐	☐	_____
5. Are there any prepaid expenses or deposits that transfer?	☐	☐	☐	_____
6. What are the utility providers and average monthly costs?	☐	☐	☐	_____

6. OWNERSHIP & TRANSITION	YES	NO	N/A	DETAILS / COMMENTS
1. What support will the current owner provide during the transition?	☐	☐	☐	_____
2. Will key management staff remain?	☐	☐	☐	_____
3. Are there any employee agreements or union considerations?	☐	☐	☐	_____
4. What is the estimated transition period?	☐	☐	☐	_____



WHY THIS MATTERS

The more information you gather now, the stronger and smarter your investment decision will be. Use this questionnaire as a starting point for productive due diligence conversations.

ADDITIONAL NOTES



SMART INVESTMENTS START WITH THE RIGHT INFORMATION.

Contact us today to receive a complementary questionnaire
or schedule your **FREE** consultation.



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