

Your Real Estate Due Diligence Checklist



Municipal Search

Code

Request confirmation from the code enforcement department that there are no current violations that could turn into a lien. Some municipalities hold the information regarding unrecorded code liens with their Finance Department.

Permits

Contact the municipality to confirm that there are no open or expired permits or outstanding fees due to the department.

Pull Full Permit History

If you can, pulling a full-permit history (where available) will give the buyer insight into what improvements have been made throughout the property's existence with proper permits.

Special Assessments

Confirm with the County Tax Collector and the municipality's Finance Department that there are no additional levying authorities with an outstanding special assessment like a Community Development District (CDD).

Utilities

Due to annexations, some properties are serviced for utilities by various entities. Confirm services with the property's governing public body and verify the current amount in writing.

Association Search

Additional & Dissolved Associations

Confirm with the management company if there are any additional or dissolved associations that currently or formerly govern the property outside of the designated HOA/COA listed on the Title Commitment.

Association Dues & Violations

Collection Payoff Letter

in the event that the current account is in default.

Special Assessments

Any current or upcoming one time payments to community improvements?

Buyer Requirements

Are background checks and/or buyer approval applications needed?

Right of First Refusal

Does the association have a right to purchase the property before the owner can sell? Will they waive this right?

Utilities

Specify if the association is responsible for establishing utility accounts.

Rec Leases

Any additional fees outside of association dues. (ex: pool memberships and fitness gyms)?

Pre-Closing Tasks

Survey

Even if an old survey is available, a new survey is highly recommended. Contact the surveyor who completed the previous one as they will have to perform minimal field work to update the survey. This may help to reduce the cost. However, hiring a new surveyor means a fresh set of professional eyes that may catch problems the previous surveyor missed.

Tax Certificate

In some states, a tax certificate is needed. This is a report that provides a comprehensive description of the assessed value of the property, taxes imposed on the property and any exemptions currently applied. This may not apply to all states.

Commercial Properties

Zoning Letter

UCC Search

Judgement Searches

Certificate of Good Standing

Post-Closing Tasks

Payoff/ Release Tracking

Have all instruments identified in the title commitment been recorded properly with the county? (HELOCs, Mortgage Satisfactions, Liens, Judgments, etc.)