

This list is by no mean definitive. It is intended to act as a guide to asking questions to get information about a property in order to assess its value to you as an investor.

If you find that there is a question that you want to add to the list (please thoroughly check first) then by all means email us - coaching@realestatesuccess.com.au

Include in the subject line DUE DILIGENCE CHECKLIST ADDITION

Please select your specific situation/s from the BOOKMARK index below

- 1.YOU ARE A RESIDENTIAL PROPERTY BUYER
- 2.YOU ARE A COMMERCIAL PROPERTY BUYER
- 3.YOU ARE A RESIDENTIAL PROPERTY SELLER
- 4.YOU ARE A COMMERCIAL PROPERTY SELLER
- 5.YOU ARE THE LANDLORD/LESSOR OF AN INVESTMENT PROPERTY
- 6.YOU ARE THE POTENTIAL HEAD LESSEE OF A RENTAL PROPERTY
- 7.YOU ARE AN INVESTOR LOOKING FOE AN OWNER JV PARTNER
- 8.YOU ARE AN INVESTOR LOOKING TO OBTAIN AN OPTION ON A PROPERTY

RESIDENTIAL BUYER

PROPERTY

NOTES

Type - Residential/Mixed
Asking Price/Price range
Land Area
House footprint area
Build ratio
Zoning.
Subdivision possible
Beds
Baths
Garages
Condition good/fair/poor
Additional features i.e. aircon, gazebos, patios, workshops
Any unapproved structures
Any outstanding repairs or works
Any easements
Any stormwater drainage issues
Electricity supply - single phase/three phase and capacity
Connected to gas
Connected to a phone line
Internet available - what specifications
Freehold or leasehold
Sitting tenant or vacant possession - Current rent if sitting tenant.
If sitting tenant how much rent is being received and length of lease.
Stormwater drainage - details
Sewer access point - where
Are there any covenants on the property - details

AGENT

Name
Listing period i.e. How long on the market
Contact phone number
Email Address
Postal Address
Price range offer
Auction date if Applicable
Conditions of auction.
Date of Auction
Types of property that are be highly sought after
Values of similar property when fully renovated.

COUNCIL

Name
Phone number
Web site

NOTES

CURRENT OWNER

Private individual/s
Other entity /Company/Trust
Reason for selling
Moving to .
Any mortgage - Indication of amount
Need to sell to move on.
Motivated to sell
Open to offers
Open to alternative methods
Open to extended settlement with access
Open to JV for renovation/subdivision/development
Willing to sell furniture
Willing to give deposit finance.
Willing to sell on vendor terms

LOCAL AREA

Shops
Bus routes
Major roads
Crime stats
Noise from Aircraft, Trains, Traffic, Neighbours
Future improvements in area.
Growth rate over last 25 years (CoreLogic)
Growth rate over last 5 years (CoreLogic)
Growth rate over last 1 year (CoreLogic)
Average days on market
No of properties currently on the market
Median price for same spec property
Low to mid variance (GVA)
Any major developments going on in the immediate locality
What DA's are currently lodged in the area.

COMMERCIAL BUYER

PROPERTY

NOTES

Type - Commercial or mixed
Asking Price/Price range
Land Area
Net Lettable area
Rent rate per sq. met for Net Lettable area
Build ratio
Zoning.
Subdivision possible?
Details of workspace
Condition good/fair/poor
Additional features i.e. aircon, Roller doors, signage, rear access, parking
Any unapproved structures
Any outstanding repairs or works
Any easements
Any stormwater drainage issues?
Electricity supply - single phase/three phase and capacity
Connected to gas
Connected to a phone line?
Internet available - what specifications?
Freehold or leasehold
Going Concern or vacant possession?
If commercial are you buying as a going concern?
Are you buying as a going concern?
When will current lease expire - will the current tenant renew?
Details of lease and the remaining options
Are the outgoings paid by tenant
What are the outgoings
Does the lease have rent increases built in
Does the lease contain a ratchet clause.
Stormwater drainage - details
Sewer access point - where
Are there any covenants on the property - details

AGENT

Name
Listing period i.e. How long on the market
Contact phone number
Email Address
Postal Address
Price range offer
Capitalisation Rate
Auction date
Conditions of auction.
Types of property that are be highly sought after
Values of similar property when fully renovated.

COUNCIL

Name
Phone number
Web site

NOTES

CURRENT OWNER

Private individual
Other entity
Reason for selling
Moving to .?
Any mortgage?
Motivated to sell?
Open to offers?
Open to alternative methods
Open to extended settlement with access?
Open to JV for renovation/subdivision/development
Willing to sell fixtures and fittings
Willing to give deposit finance.
Willing to sell on vendor terms

LOCAL AREA

Shops
Bus routes
Major roads
Crime stats
Noise from Aircraft, Trains, Traffic, Neighbours
Future improvements in area.
Growth rate over last 25 years (CoreLogic)
Growth rate over last 5 years (CoreLogic)
Growth rate over last 1 year (CoreLogic)
Average days on market
No of properties currently on the market
Median price for same spec property
Low to mid variance (GVA)
Any major developments going on in the immediate locality
What DA's are currently lodged in the area.

RESIDENTIAL SELLER

PROPERTY

NOTES

Type - Residential
Asking Price/Price range
Land Area
House footprint area
Build ratio
Zoning.
Subdivision possible?
Beds
Baths
Garages
Condition good/fair/poor
Additional features i.e. aircon, gazebos, patios, workshops
Any unapproved structures
Any outstanding repairs or works
Any easements
Ant stormwater drainage issues?
Electricity supply - single phase/three phase and capacity
Connected to gas
Connected to a phone line?
Internet available - what specifications?
Freehold or leasehold
Sitting tenant or vacant possession?
If sitting tenant how much rent is being received and length of lease.
Stormwater drainage - details
Sewer access point - where
Covenants on the property - details

AGENT

Name
Initial Listing period
Contact phone number
Email Address
Postal Address
Price range offer
Auction date if applicable
Conditions of auction.
Competitive properties that are currently being sold.
Values of similar property when fully renovated.

COUNCIL

Name
Phone number
Web site

NOTES**CURRENT OWNER (Have answers to these Questions)**

Private individual
Other entity
Reason for selling
Moving to .?
Any mortgage?
Motivated to sell?
Open to offers?
Open to alternative methods
Open to extended settlement with access?
Open to JV for renovation/subdivision/development
If leasing will subleasing be allowed
If leasing will the owner allow modifications to be made?
Willing to sell furniture?
Willing to give deposit finance.
Willing to sell on vendor terms

LOCAL AREA (Look to provide this information to the buyer)

Shops
Bus routes
Major roads
Crime stats
Noise from Aircraft, Trains, Traffic, Neighbours
Future improvements in area.
Growth rate over last 25 years (CoreLogic)
Growth rate over last 5 years (CoreLogic)
Growth rate over last 1 year (CoreLogic)
Average days on market
No of properties currently on the market
Median price for same spec property
Low to mid variance (GVA)
Any major developments going on in the immediate locality
What DA's are currently lodged in the area.

COMMERCIAL SELLER

PROPERTY

NOTES

Type - Commercial or mixed
Asking Price/Price range
Land Area
Net Lettable area
Rent rate per sq. met for Net Lettable area
Build ratio
Zoning.
Subdivision possible?
Details of workspace
Condition good/fair/poor
Additional features i.e. aircon, Roller doors, signage, rear access, parking
Any unapproved structures
Any outstanding repairs or works
Any easements
Any stormwater drainage issues?
Electricity supply - single phase/three phase and capacity
Connected to gas
Connected to a phone line?
Internet available - what specifications?
Freehold or leasehold
Going Concern or vacant possession?
If commercial are you buying as a going concern?
Are you buying as a going concern?
When will current lease expire - will the current tenant renew?
Details of lease and the remaining options
Are the outgoings paid by tenant
What are the outgoings
Does the lease have rent increases built in
Does the lease contain a ratchet clause.
Stormwater drainage - details
Sewer access point - where
Are there any covenants on the property - details

AGENT

Name
Initial Listing period
Contact phone number
Email Address
Postal Address
Price range offer
Auction date if applicable
Conditions of auction.
Competitive properties that are currently being sold.
Values of similar property when fully renovated.

COUNCIL

Name
Phone number
Web site

NOTES**CURRENT OWNER (Have answers to these Questions)**

Private individual
Other entity
Reason for selling
Moving to .?
Any mortgage?
Motivated to sell?
Open to offers?
Open to alternative methods
Open to extended settlement with access?
Open to JV for renovation/subdivision/development
If leasing will subleasing be allowed
If leasing will the owner allow modifications to be made?
Willing to sell furniture?
Willing to give deposit finance.
Willing to sell on vendor terms

LOCAL AREA (Look to provide this information to the buyer)

Shops
Bus routes
Major roads
Crime stats
Noise from Aircraft, Trains, Traffic, Neighbours
Future improvements in area.
Growth rate over last 25 years (CoreLogic)
Growth rate over last 5 years (CoreLogic)
Growth rate over last 1 year (CoreLogic)
Average days on market
No of properties currently on the market
Median price for same spec property
Low to mid variance (GVA)
Any major developments going on in the immediate locality
What DA's are currently lodged in the area.

LANDLORD/LESSOR

PROPERTY

NOTES

Type - Residential or Commercial or mixed

Beds

Baths

Garages

Additional features i.e. aircon, gazebos, patios, workshops

Electricity supply - single phase/three phase and capacity

Connected to gas

Connected to a phone line?

Internet available - what specifications?

Weekly rent

If commercial what are the terms of a new lease?

AGENT

Name

Initial Listing period

Contact phone number

Email Address

Postal Address

Rental Price range offer

Competitive properties that are currently being leased.

COUNCIL

NOTES

Name

Phone number

Web site

CURRENT OWNER (Have answers to these Questions)

Open to offers?

Open to alternative methods

Open to JV for renovation/subdivision/development

If leasing will subleasing be allowed

If leasing will the owner allow modifications to be made?

Willing to furnish/fit out?

Willing to sell on vendor terms

LOCAL AREA (Look to provide this information to the lessee)

Shops

Bus routes

Major roads

Crime stats

Noise from Aircraft, Trains, Traffic, Neighbours

Future improvements in area.

Growth rate over last 25 years (CoreLogic)

Growth rate over last 5 years (CoreLogic)

Growth rate over last 1 year (CoreLogic)

Vacancy Rate

No of properties currently on the market for lease

Any major developments going on in the immediate locality

What DA's are currently lodged in the area.

HEAD LEASE

PROPERTY

NOTES

Type - Residential or Commercial or mixed
Beds
Baths
Garages
Additional features i.e. aircon, gazebos, patios, workshops
Electricity supply - single phase/three phase and capacity
Connected to gas
Connected to a phone line?
Internet available - what specifications?
Weekly rent
If commercial what are the terms of a new lease?

AGENT

Name
Initial Listing period
Contact phone number
Email Address
Postal Address
Rental Price range offer
Competitive properties that are currently being leased.

COUNCIL

Name
Phone number
Web site

CURRENT OWNER

Open to offers?
Open to alternative methods
Open to JV for renovation/subdivision/development
If leasing will subleasing be allowed
Can a long lease be granted and under what terms?
If leasing will the owner allow modifications to be made?
Willing to sell on vendor terms

LOCAL AREA (Look to provide this information to the sub lessee)

Shops
Bus routes
Major roads
Crime stats
Noise from Aircraft, Trains, Traffic, Neighbours
Future improvements in area.
Vacancy Rate
No of properties currently on the market for lease
Any major developments going on in the immediate locality

OWNER JV PARTNER

PROPERTY

NOTES

Type - Residential or Commercial or mixed
Asking Price/Price range
Land Area
House footprint area
Build ratio
Zoning.
Subdivision possible?
Beds
Baths
Garages
Condition good/fair/poor
Additional features i.e. aircon, gazebos, patios, workshops
Any unapproved structures
Any outstanding repairs or works
Any easements
Ant stormwater drainage issues?
Electricity supply - single phase/three phase and capacity
Connected to gas
Connected to a phone line?
Internet available - what specifications?
Freehold or leasehold
Stormwater drainage - details
Sewer access point - where
Are there any covenants on the property - details

AGENT

Name
Initial Listing period
Contact phone number
Email Address
Postal Address
Price range offer
Auction date if applicable
Conditions of auction.
Competitive properties that are currently being sold.
Values of similar property when fully renovated.
Values of similar land blocks when sub divided/strata titled.

COUNCIL

Name
Phone number
Web site

NOTES**CURRENT OWNER**

Private individual
Other entity
Reason for selling
Moving to .?
Any mortgage?
Motivated to sell?
Open to offers?
Open to alternative methods
Open to JV for renovation/subdivision/development
Willing to sell furniture?
Willing to give deposit finance.
Willing to sell on vendor terms

LOCAL AREA (Look to provide this information to the buyer)

Shops
Bus routes
Major roads
Crime stats
Noise from Aircraft, Trains, Traffic, Neighbours
Future improvements in area.
Growth rate over last 25 years (CoreLogic)
Growth rate over last 5 years (CoreLogic)
Growth rate over last 1 year (CoreLogic)
Average days on market
No of properties currently on the market
Median price for same spec property
Low to mid variance (GVA)
Any major developments going on in the immediate locality
What DA's are currently lodged in the area.

OPTION TAKER

PROPERTY

NOTES

Type - Residential or Commercial or mixed
Land Area
House footprint area
Build ratio
Zoning.
Subdivision possible?
Beds
Baths
Garages
Condition good/fair/poor
Additional features i.e. aircon, gazebos, patios, workshops
Any unapproved structures
Any outstanding repairs or works
Any easements
Ant stormwater drainage issues?
Electricity supply - single phase/three phase and capacity
Connected to gas
Connected to a phone line?
Internet available - what specifications?
Freehold or leasehold
Sitting tenant or vacant possession?
If sitting tenant how much rent
If commercial do you have an existing tenant.
If commercial and the current lease will expire - will the current tenant
renew?
If commercial how long is the lease and the remaining options
If commercial does the lease specify outgoings paid by tenant
If commercial does the lease have rent increases built in
If commercial does the lease contain a ratchet clause.
Stormwater drainage - details
Sewer access point - where
Are there any covenants on the property - details

AGENT

Name
Listing period i.e. How long on the market
Contact phone number
Email Address
Postal Address
Strike Price
Option Period and whether option is assignable
Types of property that are be highly sought after
Values of similar property when fully completed

COUNCIL

Name
Phone number
Web site

NOTES**CURRENT OWNER**

Private individual
Other entity
Reason for selling
Moving to .?
Any mortgage?
Motivated to sell?
Open to offers?
Open to alternative methods
Open to extended settlement with access?
Open to JV for renovation/subdivision/development
Willing to give deposit finance.
Willing to sell on vendor terms

LOCAL AREA

Shops
Bus routes
Major roads
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