**Checklist due diligence documentation**

**Property:**

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| **I.** | **Property records** | **Available documents** | **Comment / Completion** |
| 1 | Current land register excerpt |  |  |
| 2 | Up-to-date information on public easements |  |  |
| 3 | Current cadastral map |  |  |
| 4 | Registration approval reg. rights in section II of the land register |  |  |
| 5 | Obligations arising from original purchase |  |  |
| 6 | Easements not covered in the land register, e.g. easements subject to old legislations |  |  |
| 7 | Confirmation of paid development costs |  |  |
| 8 | Valuation |  |  |
| 9 | Excerpt from the register of suspected contaminations |  |  |
| 10 | Notices of assessment on real estate tax and rateable value |  |  |
| 11 | Official confirmation on preservation order |  |  |
| 12 | Invoices reg. public charges (road cleaning, waste collection, sewage water, electricity, water etc.) |  |  |

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| **II.** | **Construction documentation** | **Available documents** | **Comment / Completion** |
| 1 | Zoning plan |  |  |
| 2 | Project and development plan |  |  |
| 3 | (Draft) Land use plan |  |  |
| 4 | Site occupancy ratio required/available |  |  |
| 5 | Total floor area required/available |  |  |
| 6 | Floor space index required/available |  |  |
| 7 | Building permit including all amendments and construction plans |  |  |
| 8 | Parking space entitlement |  |  |
| 9 | Rights/urban development contracts not mentioned in the land register |  |  |
| 10 | Pending lawsuits relating to construction law |  |  |
| 11 | Current building surveying for land registry office |  |  |
| 12 | Fire safety concept |  |  |
| 13 | Static analysis |  |  |
| 14 | Noise isolation certificate |  |  |
| 15 | EnEV calculation and energy certificate |  |  |

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| **III.** | **Technical documentation** | **Available documents** | **Comment / Completion** |
| 1 | Execution plans (floor plans, cuts and views) |  |  |
| 2 | Formwork plan |  |  |
| 3 | Reinforcement plan |  |  |
| 4 | Area calculation and curvature analysis |  |  |
| 5 | Detailed information on technical building system(s) and structural design |  |  |
| 6 | Maintenance plan |  |  |
| 7 | List of deficiencies including conducted maintenance (DIN 275) |  |  |
| 8 | Execution plans H |  |  |
| 9 | Execution plans L |  |  |
| 10 | Execution plans S |  |  |
| 11 | Execution plans E |  |  |
| 12 | Execution documentation MSR-T |  |  |
| 13 | Current area calculation according to DIN 277-BGF/BRI and/or GIF including plans |  |  |
| 14 | Floor plans, cuts, details reg. facade and roof as dwg and PDF file to assess plausibility |  |  |
| 15 | Guarantee specifications |  |  |
| 16 | Overview on undertaken remediation measures during the past 10 years |  |  |
| 17 | Overview of tenant fixtures |  |  |
| 18 | Available construction opinions (noise protection, fire protection, soil expertise etc.) |  |  |
| 19 | Initial assessment and up-to-date expert testing (sprinkler, fire alarm system, safety lights, electric facilities, lighting protection, smoke and heat ventilations system) |  |  |
| 20 | Revision and similar documentation in physical and digital form  |  |  |
| 21 | Proof of intrusion of fire protection system to a permanently manned location |  |  |
| 22 | Statement on technical installations/heating load or heat demand analysis, cooling load calculation, sewer networks etc.) |  |  |
| 23 | Schemes of technical installations including plans indicating their position (ventilation, sprinkler, electronic, heating, sanitary area, GLT etc.) |  |  |

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| **IV.** | **Acceptance of property** | **Available documents** | **Comment / Completion** |
| 1 | Final acceptance notification |  |  |
| 2 | Certified static analysis/audit report on execution of construction work |  |  |
| 3 | Final acceptance test statistics structural components especially roof construction |  |  |
| 4 | Final acceptance fire safety |  |  |
| 5 | Final acceptance noise protection |  |  |
| 6 | Final acceptance/official review of building condition after completion of reconstruction work |  |  |
| 7 | Final acceptance of in-house facilities; fabricator certificate |  |  |

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| **V.** | **Property management contracts and documentation** | **Available documents** | **Comment / Completion** |
| 1 | Property management contract |  |  |
| 2 | Facility management contract |  |  |
| 3 | Maintenance agreements TGA; doors, gates etc. |  |  |
| 4 | General service and delivery contracts |  |  |
| 5 | Insurance agreements |  |  |
| 6 | Current maintenance logs HLS |  |  |
| 7 | Maintenance protocols |  |  |
| 8 | Up-to-date inspection reports according to HauPrüfVO |  |  |
| 9 | Protocol of last fire prevention review |  |  |
| 10 | Heating costs of past three years |  |  |
| 11 | Supply contracts (electricity, heating, water, drainage) |  |  |

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| **VI.** | **Renting documents** | **Available documents** | **Comment / Completion** |
| 1 | BBS of tenants |  |  |
| 2 | Lease and license agreements incl. any supplements and all annexes  |  |  |
| 3 | List of tenants (start of lease, sqm, number of rooms, net-cold-rent, additional costs, vacancy) incl. 12 months target/actual overview |  |  |
| 4 | Handover protocol incl. negative notification reg. faults |  |  |
| 5 | Measurement |  |  |
| 6 | Proof of security deposit |  |  |
| 7 | Utility statements of the past three years |  |  |
| 8 | Last permanent rental invoice incl. exact amount of rent and advanced payment of service charges |  |  |
| 9 | Overview of rent arrears |  |  |
| 10 | List of rent reductions during the past three years |  |  |
| 11 | Site plan including occupation details |  |  |
| 12 | Neighbourhood disputes, tenants, public authorities |  |  |

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| **VII.** | **Marketing documentation** | **Available documents** | **Comment / Completion** |
| 1 | Exposé |  |  |
| 2 | Photos |  |  |