

DUE DILIGENCE CHECK LIST

Please provide any of the following items that apply to your community so we may begin the due diligence process:

1. **Copy of City, County and State Permits and Licenses, i.e. Mobile Home Park License, Annual Water Supply Permit, Groundwater Discharge Permit, etc.**
2. **Certificates of Occupancy (if applicable)**
3. **As-Built Drawings, Site Plans & Drawings/Maps of the Community, infrastructure, and lot sizes**
4. **Copy of existing Phase I / Environmental Site Assessment and Survey**
5. **Last 3 Years Property Tax Bills, Assessment Info, & Special Assessment Info (if applicable)**
6. **Last 3 Years Annual Inspection Reports**
7. **Last 3 Years Sewage System Reports**
8. **Last 3 Years Water Systems Reports**
9. **Arsenic Consent Order (if applicable)**
10. **Zoning Compliance Letter**
11. **Last 3 Years Bills for water, sewage, trash, gas, electric, etc.**
(Note: It may be easier to contact the utility companies and request them to provide the utility history.)
12. **Copy of current insurance policy and binder showing premiums and coverage's**
13. **Copy of Vendor Contracts that will be transferred to buyer at closing (cable, trash, phone, water, sewer, electric, gas, advertising, etc.)**
14. **Signed Applications, Rules and Leases for each Resident**
15. **Signed Home Sales Contracts**
16. **Copy of the Manufactured Home Titles to Park-Owned Homes and Homes Sold on Contract**
17. **Sample Tenant Lease, Community Rules, and Application**
18. **Equipment List**
19. **Last 3 Years Tax Returns**
20. **Last 3 years & YTD Profit & Loss Statements**
21. **List of Capital Improvements over the last 5 years**
22. **List of any current park infrastructure problems pertaining to the water, sewer, gas, electric, roads, etc.**
23. **Current Rent Roll with specific home-site number, name of resident, move-in date, monthly rent, current balance, additional charges, number of occupants, and brief history of the resident, i.e. good/bad resident, special circumstances, etc.**
24. **Last 3 Years School Tax Reports / Receipts**
25. **Dates & Amounts of the Last 3 Rent Increases**
26. **Contact Information for any contractors used in the last 3 years, i.e. plumbers, electricians, propane, gas, roto-rooters, etc.**
27. **Employee Roster including Position, Job Description and Wage Benefits (if any) and method of payment. If there are no employees for the community, please recommend someone and estimated wage expectation for purchaser.**
28. **Security Deposit Register**
29. **Flood Plain Survey (If applicable)**