Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Apartment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_ (Tenant),

As you may know, I am in the process of potentially acquiring the building and would appreciate your cooperation in answering the following questions, so that I can complete my due diligence analysis for this property:

1. How long have you been living in this apartment?
2. Why did you select this apartment versus other apartments?
3. Has the landlord and/or property management company been generally responsive in meeting your needs?
4. Does the landlord owe you any outstanding tenant improvement dollars or free rent?
5. List of security deposit, prepaid rent, and any credits land lord owes you?
6. Do you currently have any disputes with the landlord or property management company?
7. Is there any litigation currently pending between you and the landlord?
8. Do you have any outstanding service requests?
9. Are there any water leaks? Have there been any water leaks?
10. Have there been any unusual odors?
11. Have there been any power outages?
12. Are the hallways generally kept clean and neat?
13. Is the exterior of the building and its surrounding area kept clean and neat?
14. What amenities, improvements would you like to be added?
15. If your lease come up for renewal now, would you consider renewing it?
16. What are your likes and dislikes are about your apartment?
17. What are your likes and dislikes are about the building surrounding area?
18. Any problems with HVAC?
19. Any problems with plumbing?
20. Have you had any bad experiences in the building you can share?
21. How is security in the building and in the surrounding area?

I would like to thank you for your cooperation. If you have any suggestions or requests to make your apartment more comfortable, please let me know.

Sincerely,

Alexander Crawford.