**Seller Disclosure Checklist**

* **Financial Documents**
  + Rent roll
  + Operating statements: recently ended three years and trailing 12-months (T12) all broken down by transaction
  + Detailed capital expenditures history report (year to date as well as all past years)
  + Detailed operating budget
  + Aged receivables report - a list of who’s behind on their rent, by how much, and how many days
  + Security deposits, prepaid rent, and any credits owed to the tenants’ report
  + List of unpaid bills
  + Seller’s IRS Schedule E tax return (past three years)
  + Recent utilities statements
  + Property tax bill (two years)
* **Tenants / Units**
  + All current leases
  + Tenant estoppel certificates
  + All current tenants’ applications & background check reports
  + Tenant insurance certificates
  + List of any evictions, litigations, pending or in process
  + Each unit’s inspection sheet & pictures (signed by tenant) - that show the condition of each of the units at the time the tenants moved in.
* **Roof**
  + Age of roof
  + Condition of roof
  + Any problems with roof / leakage / date
  + Roof composition
  + Any repair / resurfacing of roof / date
* **Air Heating / Cooling / Electrical**
  + Date heating system installed
  + Condition of the heating system
  + Is insulation up to code?
  + Date of last inspection / service
  + Kind of the heating system / make, gas or electric
  + Kind of the air conditioning system
  + Last heating/cooling inspection report and date it was done
  + Condition of electrical equipment
  + Condition of wiring
  + Known issues / describe
* **Water / Sewer**
  + Water supply source / city, well and/or septic system
  + Type of water pipes
  + Condition of water supply
  + Known prior plumbing leaks / rust problems
  + Condition of plumbing
  + Any flooding / date, how repaired
  + Drainage problems / describe
  + Capacity of water heater
  + Location of water heater
  + What company did inspection?
  + Last water heater inspection and/or service report and date it was done
  + Condition of landscape sprinklers
  + Any water pressure problems
  + Known standing water areas
  + Condition of the water heater
  + Age of water heater
  + Safety device for water heater
* **Who pays for which utility?**
* **Anyone having right of first refusal or option to buy?**
* **All current service contracts, for example:**
  + Property Management Agreement
  + Yard Care
  + Snow Removal Contract
  + Laundry Room Equipment Service Contract
  + Any Other Service Contracts
  + Landscape maintenance contract
  + Any Other Service Contracts
* **All existing warranties**
* **List of personal property inventories, for example:**
  + Appliances in each apartment
  + Laundry room equipment
  + Any other personal property included in the sale price
* **If the property is governed by an HOA, then include Declaration of Covenants, Conditions, and Restrictions (CC&Rs)**
* **List of any additions to the building made by current and past owners and were all additions properly permitted?**
* **List of all code violations**
* **Building permits**
* **Any needed repairs**
* **Status of all ongoing capital improvements**
* **Past written records of all maintenance calls, repairs, receipts, diagnoses, and replacements**
* **Easements on property**
* **Any known future problems affecting property**
* **Pending legal actions**
* **Liens against property / explain**
* **Pending expansion / real estate development of area**
* **Problems with stability of ground beneath property, settling, cracks in cement / describe**
* **Condition of foundation**
* **Fire protection system / overhead sprinklers / location**
* **Property in designated zone / flood, hazard**
* **Is nonconforming use?**
* **Last pest inspection report**
* **Any known issues with lead-based paint or mold and other allergens?**
* **All recent environmental inspection reports**
* **Recent Property Condition Report (PCA)**
* **Recent appraisals**
* **Floor plans - showing apartment types, placement, and square footage.**
* **Space measurement studies - indicating detail of gross, usable, and rentable sq. ft.**
* **As-Built Drawings**
* **Certificate of Occupancy**
* **Seller Disclosure Statement**
* **When did you purchase the property?**
* **Reason for selling**