

6.2 COMMERCIAL DUE DILIGENCE DOCUMENT LIST

1 **1. Property Address or Description:** _____

2 **2. Names of Parties to this Agreement:** _____

3 **Buyer** _____ **Seller** _____

4 **Buyer** _____ **Seller** _____

5 **Buyer** _____ **Seller** _____

6 **Buyer** _____ **Seller** _____

7 **3. Due Diligence Documents.** Seller must deliver all documents selected below within the Document Delivery Period. Seller should
8 redact all personally identifying information of Tenants in the Selected Diligence Documents before delivery to Buyer. If Seller cannot
9 provide the Selected Diligence Documents, Seller must provide Buyer with a statement explaining why Seller is unable to provide the
10 Selected Diligence Documents. Until the transaction closes or until the transaction terminates, Seller shall have an ongoing obligation
11 to Promptly provide Buyer with the selected documents on this Due Diligence Document list as those documents come within Seller's
12 access. Seller must provide Buyer with updated copies of documents already delivered if the information in previously provided
13 documents materially changes.

14 **4. Selected Diligence Documents.** Buyer requests all of the following documents regarding the Property, or provide Buyer with
15 reasonable access to the below documents:

- 16 Property Tax statements.
- 17 Leases with Tenants on the Property.
- 18 Tenant Estoppel Certificates.
- 19 Tenant Ledgers.
- 20 Rent Roll, showing Tenant names, suite numbers, size of premises, terms and expiration dates, options to extend,
21 common area expense sharing, security deposits, concessions, business uses, and schedule of repairs.
- 22 Current and historic vacancy rates.
- 23 Service Contracts.
- 24 Financial Statements and Reports.
- 25 Copies of all loan documents being assumed, if any.
- 26 Operating and capital expense budgets of Property.
- 27 Utility Bills for the last two years.
- 28 Copies of all Owner's Insurance Policies in effect with respect to the Property.
- 29 List of all employees, if applicable, including name, wage, position, and benefits.
- 30 Title Insurance Policy documents.
- 31 Most recent Surveys of the Property
- 32 Building Inspection Reports, and Roof Reports.
- 33 Mechanical reports, including HVAC.
- 34 Geotechnical soil reports and Environmental Studies.
- 35 Seismic risk assessment reports.
- 36 Site Plans.
- 37 Architectural Drawings, Engineering Plans, and Blueprints.
- 38 Zoning Documents
- 39 Governmental Permits.
- 40 All licenses, permits, approvals, and certificates of occupancy for the Property and each tenant.
- 41 Approvals and Certifications.
- 42 Copies of any notices of violations or verifications of compliance with any federal, state, or local health, fire, building,
43 zoning, safety, environmental protection, or other codes, laws, rules, regulations, or ordinances relating to or applying
44 to the Property.
- 45 Documents related to any Property or building related litigation.

46 **5. Other Requested Documents:** _____

47 _____

48 **6. By signing below, the Parties agree to the terms of this addendum and make it part of the above referenced Sale Agreement:**

49 Buyer: _____ Dated: _____ Seller: _____ Dated: _____

50 Buyer: _____ Dated: _____ Seller: _____ Dated: _____

51 Buyer: _____ Dated: _____ Seller: _____ Dated: _____

52 Buyer: _____ Dated: _____ Seller: _____ Dated: _____