

Outstanding Diligence Checklist

204 / 206 W Holt St, Burlington, NC 27217 · July 2026

Items still being gathered / confirmed. Critical for end-investor underwriting and a clean close. Speed matters on a short diligence window.

- 01.** Current occupancy status of each unit + tenant names/contact if occupied
- 02.** Full rent roll + trailing 12-month collection history
- 03.** Copies of all leases (or written confirmation they are month-to-month)
- 04.** Security deposit amounts and who currently holds them
- 05.** Utility responsibility matrix (owner vs tenant for each unit)
- 06.** Detailed scope of the reported renovations (what / when / warranties / receipts)
- 07.** Known deferred maintenance / systems condition (roof, HVAC, plumbing, electrical, foundation, crawl space, exterior)
- 08.** Access for full physical inspection + contractor walkthroughs
- 09.** Exact current property tax bill + any pending assessments
- 10.** Insurance claims history (if available)
- 11.** Preliminary title commitment / confirmation of liens or exceptions
- 12.** Closing attorney / title company confirmation
- 13.** Any municipal code violations, open permits, or compliance issues
- 14.** Current interior + exterior photos reflecting actual present condition
- 15.** Any additional North Carolina seller disclosures required

These items are critical both for end-investor underwriting and for a clean assignment. Goldpine Ventures, LLC · (707) 596-9321