



# Commercial Real Estate Checklist

*This checklist is designed to guide investors through the process of evaluating and investing in commercial real estate properties. Carefully review each item and put a check (✓) in the "Yes" column if completed, and in the "No" column if not.*

Checklist Item	Description	Yes	No	Comments
<b>INITIAL EVALUATION</b>				
Location Analysis	I evaluate accessibility, visibility, traffic patterns, and potential for future growth or development.			
Market Analysis	I research market conditions, supply and demand dynamics, vacancy rates, and average rents in the area.			
Property Type Consideration	I consider the type of commercial property and its alignment with my investment goals.			
Purpose and Use	I define the intended use of the property and verify alignment with zoning and land use restrictions.			
<b>FINANCIAL ASSESSMENT</b>				
Analyze Cash Flow	I calculate current and projected cash flow, including rental income, expenses, and vacancy rates.			

Explore Financing Options	I explore traditional loans, commercial mortgages, and private lending, understanding terms and conditions.			
Estimate ROI	I estimate ROI based on cash flow projections, appreciation potential, and tax benefits.			
Budget for Improvements	I account for immediate repairs or renovations needed to make the property viable or increase its value.			

## DUE DILIGENCE

Conduct Physical Inspection	I conduct a thorough inspection of the property's condition, including structural integrity and systems.			
Ensure Legal Compliance	I verify compliance with local, state, and federal regulations, including zoning laws and building codes.			
Secure Title and Insurance	I ensure clear property title and consider purchasing title insurance for protection.			
Review Lease Agreements	I review lease agreements for terms, rental rates, and tenant quality if the property is already leased.			

## ONGOING MANAGEMENT

Decide on Property Management	I decide on self-management versus hiring a property management company, considering time and expertise required.			
Stay Informed	I stay abreast of market trends and economic indicators that could affect the property's performance.			
Plan Exit Strategy	I have a clear exit strategy in place, whether selling the property, refinancing, or converting its use.			