

Buying Process Checklist



This checklist covers the purchasing process from the perspective of business owners in tangible checklist form for you to better keep track of each step. There will be some steps that are applicable to the purchase of either an existing building/condo or land for ground-up construction. This checklist is assuming you have hired a commercial real estate agent.

	Determine Requirement Sign an Exclusive Tenant Listing (ETL) with your agent; conduct a needs analysis to draft a space requirement.
	Review Market Agent creates market survey of the available properties; you'll review select your favorites to tour.
	Select Lender Interview and choose the best lender to receive pre-approval for financing.
	Draft Offers After property tours, pick top 2-4 for agent to submit Request For Proposal (RFP)/Letter Of Intent (LOI) for each.
	Hire Architect and General Contractor (GC) Hire an architect to draft test fits and a GC to create construction estimates based on those plans.
	Negotiate Offers Negotiate offers on top properties to receive best deal at each; sign the option(s) you'd like to proceed with.
	Select Real Estate Attorney Interview and hire a real estate attorney to draft/review the Purchase Agreement (PA) for the top choice.
	Execute PA Sign PA and pay earnest money deposit to the title company; seller will order the title work next.
	Receive Seller's Disclosure & Property Documents Seller shares applicable documents (leases, surveys, building plans, etc.); there's a deadline for this in the PA.
	(For Existing Building/Condo) Order Inspection Order an inspection (takes 15-20 days to complete); there's likely an inspection objection deadline in the PA.
	Order Phase One Environmental Order a Phase One Environmental Assessment (takes 21-30 days to complete) if required by lender or desired.

	<p>Order Survey A condo map/plat for condos or an Improvement Land Certificate (ILC) or Improvement Survey Plat (ISP) for free-standing buildings (takes 21-30 days to complete); there's a survey/land use objection deadline in the PA.</p>
	<p>Review Documents with Attorney Review title work and all property documents; your attorney will respond and report any issues, so you can either object/walk away or resolve with seller.</p>
	<p>Check-In with Architect Architect finalizes plans with the Mechanical, Electrical, & Plumbing (MEP) Engineers; GC finalizes estimate.</p>
	<p>(For Existing Building/Condo) Review Inspection Review inspection report; if any issues, you can either object/walk away or resolve with seller.</p>
	<p>Receive Results for Loan Approval Lender reviews survey, appraisal, and environmental assessment; if approved, you proceed, but if not, you can either object/walk away or resolve with seller to lender's approval; this is the final objection deadline.</p>
	<p>(For Ground-Up Construction) Check-In with Architect Architect gets development plan approved by planning commission and building plans by building dept.</p>
	<p>Create Legal Entity and Lease If applicable, attorney sets up a property ownership entity to lease from the property to the business entity.</p>
	<p>Review Closing and Loan Documents Title company distributes closing documents to both parties and lender shares loan documents; You'll review/approve all with attorney and purchase property insurance (lender will have a policy minimum).</p>
	<p>Sign Closing Documents Both parties either sign closing documents together or separately; loan documents are signed at closing.</p>
	<p>Kick-Off Construction GC will finalize the construction budget, pull permits, and order construction materials.</p>
	<p>Select Furniture & Equipment Frequent meetings with GC and architect for updates; meet with other vendors for furniture and equipment.</p>
	<p>Move-In Final walk-through, get Certificate Of Occupancy (COO), set up furniture/equipment, and receive the keys.</p>