

Thomas Avenue Apartments Checklist

Complete	Item
x	a. Copies of all leases; https://www.metrogre.com/docs
x	b. Certified month to date rent roll through most recent period; https://www.metrogre.com/docs
x	c. Delinquency report as of most recent month end; https://www.metrogre.com/docs
x	d. Listing of Tenant Security Deposits; https://www.metrogre.com/docs
x	e. Certified income/expense records for two (2) most recent fiscal years; Certified by Current Owner since purchase in Oct. 2016 - cannot certify previous owner financial statements.
x	f. Any operating agreements, service (and similar) contracts for property for two (2) most recent years that encumber the property. This provision shall be interpreted broadly to include any and all financial and/or operational information relating to any aspect of the property; https://www.metrogre.com/docs
x	g. List of contractors, vendors or other service providers that have worked, consulted or have been otherwise associated with the Property in the last twenty-four (24) months, and any written proposals or contracts from the same; https://www.metrogre.com/docs
x	h. Copies of most recent 12 months water and sewer, gas, electricity, rubbish bills; https://www.metrogre.com/docs
x	i. Copies of real estate tax information including the most recent Tax Invoice; https://www.metrogre.com/docs
x	j. Copy of Insurance bills; https://www.metrogre.com/docs
x	k. Insurance loss run report; https://www.metrogre.com/docs
x	l. Descriptive list of equipment, personal property, related assets sold in transaction (e.g. air conditioners); Stoves/Ovens, Fridges, Security System, work shop material, 8 washers, 8 dryers. A/C belong to residents
x	m. Any outstanding governmental notices received by Owner relative to the Property, if none a statement indicating such; Lead Paint - https://www.metrogre.com/docs
x	n. Copies of all Warranties; Roof warranty
x	o. Copies of all material reports or documentation affecting the Property, including, without limitation, environmental reporting, testing or related documentation, building plans, architectural plans or drawings, structural plans or drawings, any engineering reports, mechanical systems documentations; No environmental, building/architectural plans/drawings, engineer reports or mechanical system docs. Have appraisal
x	p. Descriptions of any capital improvements completed in the last twenty-four (24) months; See Tab "Projects"
	q. Most current survey (including all easements, rights-of-way, etc.); No survey available
x	r. Existing title insurance policy; https://www.metrogre.com/docs
x	s. Any liens filed against the Property; None
x	t. Any inspection and environmental assessment reports; and radon tests and lead painting testing
x	u. A list of any future obligations of the Property, including but not limited to, rent or other obligations owed to a Tenant and maintenance contractor; None
x	v. Any and all unrecorded or recorded easements, licenses or other property rights that affect the Property directly or indirectly. Utility Easement - https://www.metrogre.com/docs
x	(a) that Seller has the authority to enter into a Purchase Agreement for the purchase and sale of the Property; Yes
x	(b) that, to Seller's knowledge, no litigation or proceedings affecting the Property or Seller are pending or threatened; Seller has not knowledge of any current or pending litigation
x	(c) that, to Seller's knowledge, there are no environmental hazards at the Property; Unaware of any environmental hazards
x	(d) Seller has not received written notice of any building violations or an order by a government agency or Court mandating repairs, alterations, or corrections to the existing condition of the Property that have not been remedied; None
x	(e) Seller has not received in the past twelve (12) months any written notices from any tenant, housing or building authority or other source that the Property had an any infestation of bed bugs in any of the apartment units; 2 Units reported bedbugs in 2016. Seller addressed issue and institute a pest control program.
x	(f) that, to Seller's knowledge there are no encroachments, pending lawsuits, foreclosures, divorce actions, assessments, tax, utility, or mechanics liens, or other matters that could affect Seller's ability to provide clear title to the Property. Seller has no knowledge of anything that would cloud title.