

Investment Property Checklist

Property Inspection Checklist

- Note for Deposit
- Assignment of Deposit
- Agreement of Sale (Buyers)
- Attorney Review

Prepare to Settle

- Order Title Insurance
- Set Settlement Date
- Order Fire & Liability Insurance
- Calculate Payments
 - Principal & Interest
 - Tax Escrows
 - Insurance Escrows
- Prepare
 - Note
 - Affidavit Business Transaction
 - Mortgage
 - Loan Agreement with Option
 - Instruction Letter to Title Clerk
 - Check to Title Company
- Review Proposed Distribution Sheet
- Building Permits

Receive Back from Settlement

- Note (Signed Original)
- Copy Signed Mortgage (Photostat)
- Settlement sheet (Signed)
- Affidavit of Business Transaction
- Marked Up Title Report (Signed Clerk)
- Lenders Checks
- Lawyers Check
- Escrow Checks (Construction)
- Copies of Other Documents
- Loan & Option Agreement (signed)
- Paid Tax Bills
- Receipt for Mortgage
- Joint Venture Agreement

Construction Check List

- Asbestos
- Rodents
- Mold
- Radon
- Lead Paint
- Roof & Gutters
- Heater Works
- Hot Water
- Electrical
- Telephone Wiring
- Plumbing
- Sewer
- Stairs
- Water Tight
- Windows
- Doors (in & out)

- Door Bell
- Walls
- Carpet
- Floors
- Paint
- Kitchen
 - Cabinets
 - Stove
 - Refrigerator
 - Sink
 - Counters
 - Dishwasher
 - Garbage Disposal
 - Floor
- Bathroom
 - Sink
 - Tub
 - Shower
 - Toilet
 - Cabinets
 - Floor
- Lawn (Front & Rear)
- Porch (Front & Rear)
- Masonry
- Zoning Check
- Master Bedroom
- Bedroom 2
- Bedroom 3
- Bedroom 4
- Air-conditioning/Ventilation
- Fire/Burglar Protection System
- Trim
- Garage & Door
- Chimney
- well
- Outside Lights
- Septic Tank
- Sprinkler System
- Walkways
- Fence
- Steps
- Light/Light Fixtures
- Ductwork
- Attic, Ceiling & Exhaust Fans
- Window Shutters
- Flower Boxes
- Other _____

Investment Property Checklist

Additional Steps To Rehab

- Turn On
- Water
- Electric
- Gas
- Make Keys (3) Change
- First Draw
- Second Draw
- Final Draw
- Get U&O Certificate
- Sign (Availability)
- Add Placed for Buyers or Tenants
- Flyers Out
- Get Section 8 Approval
- Get Lease or Buyers Agreement of
- Sale Signed
- Security Deposit or Purchase Deposit

To Sell

- Agreement of Sale
- Deposit
- Mortgage Payoff Figure
- Paid Tax & Water Bills at Settlement
- Checks
- Distribution Sheet
- Cancel Insurance

To Lease

- Get U&O Certificate
- Get Section 8 Approval
- Credit Check Tenant
- Security Deposit
- 1st months rent
- Signed lease
- Proof/Electric Tenant
- Gas Tenant
- Water Tenant
- Put in computer
- Open Separate Bank Account
- Rental License