

Property Due Diligence Checklist

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-Jay Castillo

Property Details

<input type="checkbox"/> Property Address:	
<input type="checkbox"/> Selling Price	
<input type="checkbox"/> Lot Area	
<input type="checkbox"/> Floor Area	
<input type="checkbox"/> Description	
<input type="checkbox"/> Others	

Description	Remarks
Possession of property	
<input type="checkbox"/> Is the property occupied?	
<input type="checkbox"/> Will the seller eject the occupants or will it be the buyer?	
<input type="checkbox"/> Terms and conditions (if any)	
Title to the property (TCT/CCT)	
<input type="checkbox"/> Have you secured a certified true copy?	
<input type="checkbox"/> Is the title (TCT or CCT) consolidated (in the name of the bank/seller)?	
<input type="checkbox"/> Is the title (TCT or CCT) free and clear of any lis pendens or pending cases, encumbrances, annotations, restrictions, or problems with the technical description?	
Tax declaration	
<input type="checkbox"/> Have you secured a certified true copy?	
<input type="checkbox"/> Is the tax declaration in the name of the seller?	
<input type="checkbox"/> Others	

Financing

Description	Remarks
<input type="checkbox"/> Any discount for cash payment?	
<input type="checkbox"/> Minimum down payment (% of selling price)	
<input type="checkbox"/> Payment term (in years)	
<input type="checkbox"/> Interest rate (annual)	
<input type="checkbox"/> Fixed interest rate?	
<input type="checkbox"/> Monthly amortization	
<input type="checkbox"/> Type of financing (Mortgage or contract to sell)	
<input type="checkbox"/> Other financing options available?	
<input type="checkbox"/> Minimum down payment to take possession/control/ or introduce improvements?	
<input type="checkbox"/> Other requirements and notes (post-dated checks, etc.)	

Possible expenses for the account of the buyer

Description	Current or with arrears?	For the account of?	How much?
<input type="checkbox"/> Real Property Tax			
<input type="checkbox"/> Electricity			
<input type="checkbox"/> Water			
<input type="checkbox"/> Home Owners Association (HOA)/Condo dues			
<input type="checkbox"/> Other expenses and notes			

Transfer costs including taxes and other transfer fees

Description	When is it due?	Who will shoulder?	How much?
<input type="checkbox"/> Capital Gains Tax or Creditable Withholding Tax?			
<input type="checkbox"/> Documentary Stamps Tax (DST)			
<input type="checkbox"/> Transfer Tax			
<input type="checkbox"/> Business Tax			
<input type="checkbox"/> Notarial fees			
<input type="checkbox"/> Tax clearance			
<input type="checkbox"/> Other costs and notes (appraisal fee, mortgage costs, etc)			

Physical aspect

Description	Remarks
<input type="checkbox"/> Condition of property (look for structural problems, cracks, termites, etc.)	
<input type="checkbox"/> Age of property	
<input type="checkbox"/> Estimated repair cost (get at least 3 proposals from reputable contractors)	
<input type="checkbox"/> Flood prone? (look for water/flood marks, creeks, rivers, proper drainage, etc.)	
<input type="checkbox"/> Earthquake (is it near a fault line, any signs of earthquake damage?)	
<input type="checkbox"/> Safety and Security (gated subdivision with ample security guards, perimeter fence, lighting)	
<input type="checkbox"/> Flood prone? (look for water/flood marks, creeks, rivers, proper drainage, etc.)	
<input type="checkbox"/> Feng Shui ok? (No tumbok, culdesac, etc.)	
<input type="checkbox"/> Telco (availability, signal strength, etc.)	
<input type="checkbox"/> Accessibility	
<input type="checkbox"/> Adequate parking	
<input type="checkbox"/> Regular garbage collection?	
Neighbourhood (these are things people might look for or want to avoid in a neighbourhood)	
<input type="checkbox"/> Quality of nearby houses	
<input type="checkbox"/> Schools	
<input type="checkbox"/> Convenience stores	
<input type="checkbox"/> Public transportation terminals	
<input type="checkbox"/> Hospitals	
<input type="checkbox"/> Wet markets	
<input type="checkbox"/> Informal settlers	
<input type="checkbox"/> Slaughter house/piggery/poultry nearby?	
<input type="checkbox"/> Cemetery	
<input type="checkbox"/> Funeral parlor	
<input type="checkbox"/> Garbage dump	
<input type="checkbox"/> Inspected at day time	
<input type="checkbox"/> Inspected at night time (to help ensure there are no surprises at night 😊)	