

Commercial Real Estate Buyer & Seller Checklist

Use this checklist to stay organized during your commercial real estate transaction — whether buying or selling.

Buyer Checklist

- Define investment or operational objectives (cash flow, appreciation, owner-occupier, etc.)
- Secure financing pre-approval or proof of funds
- Analyze market fundamentals: vacancy, rent trends, demographics
- Review rent roll, leases, and operating statements
- Order property inspection and environmental assessment (Phase I ESA)
- Confirm zoning, permitted uses, and required permits
- Obtain title report, survey, and verify easements or encroachments
- Estimate closing costs, legal fees, and transfer taxes
- Negotiate purchase agreement with clear contingencies
- Review insurance requirements and risk management plan
- Plan post-closing management and capital improvement strategy

Seller Checklist

- Prepare offering memorandum with rent roll and property financials
- Address deferred maintenance and improve property presentation
- Gather key documents: survey, title, compliance certificates, leases
- Review existing loan terms and prepayment penalties (if applicable)
- Price property using comparable sales, cap rates, and market trends
- Plan marketing strategy targeting relevant investor or user types
- Qualify buyers and verify financing strength
- Negotiate terms, contingencies, and closing timeline
- Coordinate with attorney and broker for due diligence requests
- Prepare closing documents and review prorations, deposits, and taxes

Tip: Keep digital and printed copies of all contracts, reports, and correspondence. Organized records streamline closing and reduce risk.