



MEMBER

# Due Diligence Handbook

Corporate Governance, Risk Management and Business Planning



Linda S Spedding

# Due Diligence Handbook

**Yijin Wang**



## **Due Diligence Handbook:**

**The Due Diligence Handbook For Commercial Real Estate** Brian Hennessey, 2015-06-25 UPDATED THIRD EDITION

There s a HUGE problem in the commercial real estate business that nobody is talking about DUE DILIGENCE Investors are leaving big money on the table by not learning these essential principles Most investors real estate brokers and commercial real estate professionals barely scratch the surface conducting their due diligence Mainly because they don t know what they don t know I ve spent over 30 years helping investors buy and sell over 9 million square feet of property and witnessed the practices of professional and small investors It wasn t until I became an acquisition executive and learned some humiliating expensive lessons that I didn t know what I didn t know You will learn how to avoid mistakes with costly consequences create more value and more essential information for buying investment property This book is a 1 Best Seller of commercial real estate books on Amazon It is an easy to follow proven step by step system that investors and real estate professionals use regularly while conducting their due diligence It will help you to make informed intelligent decisions when deciding whether to buy or NOT buy Adhering to a proven system allows you to conduct due diligence faster easier more efficiently and you re less likely to miss something Here are just a few of the lessons you ll learn Negotiating the purchase and sale agreement and what you MUST include in order to maximize your opportunities to negotiate further with the seller Super important to know Reviewing the leases Not knowing what provisions to watch for could cost you dearly once you own it Don t leave it up to chance to work out Uncovering hidden problems and issues Sellers will NOT disclose these so you need to know where to look for them They will not hand you a list of problems about the property Many of these issues could make or break your investment Critical factors to consider during your financial analysis There s a list of essential questions included that MUST be addressed Leaving these questions unanswered can be potentially devastating to an investment Not over paying by making sure you re getting all you deserve by getting credited fairly for items on the closing statement This includes specific items to review instructions on what to ask for to minimize your chances of getting taken advantage of potentially losing big money by not having this information These fundamentals remain the same and are all applicable whether they are residential rental properties industrial retail or office buildings This system will help reduce risk and create value for all of them In addition the handbook includes PHYSICAL MECHANICAL INSPECTION PHOTOS That shows you what to look for and how to assess issues Due Diligence Checklist Due Diligence Document Checklist Sample Tenant Questionnaire A sample list of questions that you should ask of tenants when conducting a tenant interview This is a wealth of information when done properly Learn this or lose out By having this valuable system you will be more prepared and confident in your ability to negotiate going up against ANY seller As a pilot uses a pre flight checklist prior to each flight you ll want to refer to this handbook every time you buy an investment property There are too many things to remember We need reminding as much as we need learning Warren Buffet said Risk comes from not knowing what you re doing So having a proven system in place

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to buy apartments office industrial or retail buildings this proven system will help you to make it less stressful and allow you to make a more informed and intelligent decision I ve been in the commercial real estate industry for over 30 years and didn t know what I didn t know until I became an acquisition person for an investor and his investors Some of these lessons were costly and frankly embarrassing This reference manual was put together during the acquisition of over 9 million square feet Some of the things you will learn What to negotiate in the purchase and sale agreement so that you can maximize the opportunities for yourself when it comes time to negotiate further with the seller How to properly review leases so that you know what to look for that could be cause for concern How to choose a lender or mortgage broker Third party reports such as Environmental Property Condition Assessment Seismic PML Geologic and other reports that a lender may require and what to look for in them Tips on how to negotiate loan terms and specific provisions in them Conducting tenant interviews and what questions to ask them so that you can uncover any problems or issues that you would otherwise not be made aware of Super Powerful Must learn or you ll miss out Cost cutting tips and strategies that will help you add value to the property once you own it What to look for when reviewing books and records and what to ask the seller for One of the most critical processes done during the due diligence process is the underwriting and financial analysis In the book there is a list of questions that must be addressed and answered while adjusting your analysis of the investment and will help you to accurately assess the potential of how the numbers should work How to deal with the appraiser and appraisal process to be more proactive and enhance the potential for the highest possible loan amount How to ensure that you are getting everything you deserve when finalizing the transaction and what to look for on the closing statement that may be added by the seller or lender as a credit to them that you can get eliminated or at least negotiated down by being aware of what to look for In addition you get at the end of the book A Sample Lease Abstract Form which shows you how to fill in all the salient deal points and provisions of a lease document Due Diligence Checklist a list of most all items of which you should ask a seller for when negotiating a purchase Due Diligence Document Checklist A list of most all of the documents you should request from a seller when negotiating a purchase Sample Tenant Questionnaire a sample list of questions that you should ask of tenants when conducting a tenant interview The fundamentals remain the same when it comes to due diligence for any of the commercial real estate genres whether it be office or industrial properties retail or multi family residential I still use it as a reference tool whenever I m involved with due diligence We need reminding as much as we need learning There are just too many things to remember

The AMA Handbook of Due Diligence William M. CRILLY, Andrew J. SHERMAN, 2010-04-28 The AMA Handbook of Due Diligence is the most complete guide available on how to properly perform a due diligence investigation and radically improve the success rate of a pending corporate merger or acquisition The new edition of this long trusted resource includes a CD ROM packed with almost 400 customizable forms and templates for recording and analyzing every possible operational or financial activity at any organization Extensively revised and updated the book

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