

Due Diligence Checklist

- ☐ Ownership search – current and prior owners for last 10 years
- ☐ Legal Records search – court filings for owners and/or property
 - Federal court
 - District court
 - Bankruptcy court
- ☐ Property records search -
 - Register of Deeds office
 - Equalization and Mapping
 - Online aerial photograph
 - Flood zone mapping
- ☐ Tax records search – owner and property tax filings
 - Tax Assessor's office
 - State tax liens
 - Federal tax liens
- ☐ Title search – owner of record and liens
 - Abstract or commitment done
 - Liens of record
- ☐ Building records search – code violations, building records
 - County/City Building Dept.
 - Zoning / Code Violations
- ☐ Comparable Sales Search – Realtor / MLS / Online
- ☐ Demographic data search -
 - Real estate board /
 - Crime statistics
 - Bankruptcy court
- ☐ Insurance Claim Search – CLUE's history
- ☐ Online Search – property; owners