Real Estate Planner

☐ Planned Purchase of Property ☐ Review of Property Currently Owned

Property Information and Due Diligence

Purpose for Real Estate: _____

Property Type: _____

Property Address: _____

City/Town/Province/State: _____

Year Property was Built: _____

Style (e.g. Bungalow, 2 Storey): _____

Land/Lot Size (Acres/Sq. M./Sq. Ft.): _____

Size (Sq. Ft.) Above Grade: _____

Additional Sq. Ft. Below Grade: _____

Bedrooms: _____

Bathrooms: _____

Office Space: _____

Other Feature Rooms: _____

Parking Spaces and Availability: _____

Outdoor/Indoor/Attached/Detached Garage: _____

Accessibility for Entire Property: _____

Real Estate Agency: _____

Listing Agent: _____

Contact Info: _____

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Dates You Viewed Property: _____

Recent Renovations Completed: _____

Repairs Needed: _____

Appliances Needed Upon Purchase: _____

Overall Condition: ☐ Not Inhabitable ☐ Livable ☐ Ideal

Renovations Wanted: _____

Property Inspection: _____

Noted & Date Completed: _____

Real Property Report Available & Current: _____

Building Permits (Current and Past): _____

Local Economy and Industry: _____

Area Location: ☐ New ☐ Old ☐ Re-Established

Surrounding Properties: _____

Loud Noises / Busy Roads: _____

Amenities Close By:

☐ Walking Distance to Public Transportation _____

☐ Shopping/Groceries _____

☐ Schools/College/University _____

☐ Nearby Employment _____

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Suited/2+ Living Spaces for Additional Income: _____

Curb Appeal: _____

Interior Appeal: _____

Overall Maintenance: _____

Major Complaints with Property: _____

Past Problems/Legal Issues with Property: _____

(Ask Neighbours, Policy, City Hall) _____

Vendor's Motivation for Selling: _____

<u>For Rental Property:</u>

Are there financial statements available? ☐ Yes ☐ No

Comparable Rents in Area: _____

Vacancy History/Re-Rents Easily: _____

Last Rent Increase (When & How Much): _____

If currently rented, will you be keeping tenant? ☐ Yes ☐ No

Does tenant have contents insurance? ☐ Yes ☐ No

Do you have sufficient property insurance? ☐ Yes ☐ No

Who will be managing the property? _____

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Condominium/Strata Due Diligence

How many units in the project: _____

Ratio of Rentals to Owner Occupied: _____

Major Deferred Maintenance Issues Pending: _____

Parking Size Adequate? _____

Typical Renter Profile in Building? _____

Major Deferred Maintenance Issues Pending: _____

Ongoing or Pending Litigation: _____

Environmental Studies Results/Reports: _____

Mortgage Default Insurance Available (e.g. CMHC): _____

Reserve Fund Reviewed: _____

Does the reserve fund seem adequate? ☐ Yes ☐ No

2 Years+ Financial Statements Reviewed: ☐ Yes ☐ No

2 Years+ Board Meeting Minutes Reviewed: ☐ Yes ☐ No

Condo By-Laws Reviewed (Pets, Kids, Age): _____

By-Law Notable Restrictions: _____

Any major or future potential problems/repairs: _____

Have you talked with board members/residents to get a feel for the property? _____

How many special assessments have been issued over the past 20 years and for what? _____

New Home Warranty? Years Remaining? _____

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What is included in monthly condo fees? _____

How often have condo fees increased and by what percentage? _____

Review Building Insurance Policy: _____

Additional Personal Property Insurance Needed: _____

Condo/Strata Management Company: _____

Is this company reputable/reliable? ☐ Yes ☐ No

Is there a rental pool? ☐ Yes ☐ No

Rental Pool Management Company: _____

Fees for Rental Pool Management: _____

Review of Rental Pool Financial Statements: _____

Review of Rental Pool Contract: _____

Unit Factor for Distribution of Pool: _____

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The Numbers

Property Expenses

	Current Monthly	Projected Monthly
Heat (Gas, Electric, Hot Water):		
Electricity:		
Water/Sewer:		
Property Taxes:		
Condo/Strata Fees:		
Property/Home Insurance:		
Management Fees:		
Other:		
TOTAL:		

Mortgage/Debt Service

	Balance	Interest Rate	Term	Payment
First Mortgage:				
Second Mortgage /LOC:				

Payments: Monthly / Bi-Weekly / Other

Buy Out Penalty: _____

Allowable Yearly Lump Sum Payment: _____

Down Payment Required: _____% = $_____

Down Payment Funds Available: $_____ Source:_____

$_____ Source:_____

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Asking Price: _____

Comparable Listing Prices: _____

Comparables sold at what percentage to list price in last 90 days? _____

Appraisal Price: _____

If Rental:

Current Monthly Rent:	
Projected Monthly Rent:	
Monthly Rent Less (-) Monthly Expenses (before debt servicing)=	
Monthly Rent Less (-) Monthly Expenses Less (-) Debt Servicing =	
Monthly Remaining Amount:	
At what price would I have to buy this property to obtain the cash flow I want?	
Rental Income Rate of Return:	
5-Year Rental Income Rate of Return:	

Additional Purchase Costs:

Professional Property Inspection:	
Professional Property Appraisal:	
Real Property Report/Land Survey:	
Mortgage Broker Fees:	
Lawyer Fees (Title Transfer/Land Transfer Tax):	
Other:	
Total:	

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Projected Property Appreciation

Current Market Value:	
1 - Year Out Market Value:	
3 - Year Out Market Value:	
5 - Year Out Market Value:	
10 – Year Out Market Value:	
1-Year Projected Property Appreciation Rate of Return:	
5-Year Projected Property Appreciation Rate of Return:	
10-Year Projected Property Appreciation Rate of Return:	

Calculate 1 Year Rate of Return (assuming no major repairs): _____%

(Add 1 Year Projected Property Appreciation ROR plus

1 Year Rental Income ROR = 1 Year Rate of Return)

Bottom Line

KEEP THIS PROPERTY

SELL THIS PROPERTY

BUY THIS PROPERTY

AMOUNT I WANT TO OFFER: _____

Does this property fulfill my goals and aligns with my lifestyle? ☐ Yes ☐ No

Am I clear with the intention of this property? ☐ Yes ☐ No

My gut reaction (6th sense) to this property? ☐ Keep ☐ Sell ☐ Buy

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