



Daytona Beach Area ASSOCIATION OF REALTORS®

INTAKE CHECKLIST FOR COMMERCIAL TRANSACTIONS

This checklist is intended to be a tool to help identify issues prior to entering into a contract for the sale or purchase of commercial properties, thereby allowing the real estate professional to establish and manage client expectations when encountering issues that fall outside of the standard form contracts.

SELLER: Phone No.: Email: Tax ID No.:	BUYER: Phone No.: Email: Tax ID No.:
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PROPERTY DETAILS: County: Property ID No.: Street Address, City, Zip: Legal Description:	ASKING/OFFER PRICE:
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CURRENT USE:
CURRENT LAND USE ZONING DESIGNATION:
INTENDED USE:

GENERAL PRE-CONTRACT CONSIDERATIONS:			
ISSUES:	YES	NO	NOTES
Intended for Quick Resale			
Assignability			
Lease / Lease Purchase			
Rezoning Required			
Permitting Required			
Cooperation Required			
Easements			
License Required			
Foreclosure / Short sale			
Liens			
Tax Free Exchange IRC 1031			
Hazardous Waste Inspection			
Finance Commitment Conditions			
Survey / Engineering Issues			
Inspection Period / Due Diligence			
Impact Fees			
Estates & Trusts			
Purchase Price Allocation			
Other Special Circumstances:			

DEVELOPED LAND - PRE-CONTRACT CONSIDERATIONS:			
ISSUES:	YES	NO	NOTES
Demolition / Expansion			
Assumption of Lease(s)			
Leasehold Improvements			
Required Alterations			
Grandfather Issues			
Access / Parking			
Sales Tax Liability			
Other Special Circumstances:			

UNDEVELOPED LAND - PRE-CONTRACT CONSIDERATIONS:			
ISSUES:	YES	NO	NOTES
Access			
Impervious Surfaces Requirements / Limitations			
Storm Water Drainage			
Storm Water Retention			
Fill Dirt Requirements			
Setback Requirements			
Variances			
Development Plan			
Low Land Issues / Remediation			
Other Special Circumstances:			

CLOSING CONSIDERATIONS:			
ISSUES:	YES	NO	NOTES
Title			
Financing			
Contract Compliance			
Contingencies / Conditions			
Due Diligence			
Amendments to Contract			
Extension Requests			
Court Approval			
Other Special Circumstances:			

REALTOR REFERRALS:			
AREA	YES	NO	NOTES
Lenders			
Accountants			
Architects			
Engineers			
Attorneys			
Title Agents			

Special Circumstances / Additional Considerations Examples:

- Pasture Land
- Harvestable Crops
 - Sod Farm
 - Grove Property
 - Timber
- Shopping Center Properties
- Outparcel
- Mixed Use Development
- Intended Use vs. Existing Development Order
- Fill Dirt Addition
- Peat or Muck Removal
- Soil Testing
- Building Footprint
- Reclamation
- Remediation
- Water Law Issues
- Environmental Protection
- Flood Plain
- Low Land
- Wetlands
- Commercial Condominiums

*****DISCLAIMER*****

THIS CHECKLIST IS FOR GENERAL INFORMATIONAL PURPOSES ONLY AND IS NOT INTENDED TO ADDRESS ALL ISSUES THAT MAY ARISE IN A COMMERCIAL REAL ESTATE TRANSACTION.

THE LAW FIRM OF KINSEY, VINCENT, PYLE, P.L. IS NOT PROVIDING SPECIFIC LEGAL ADVICE AND NO ATTORNEY CLIENT RELATIONSHIP IS BEING ESTABLISHED THROUGH THIS DOCUMENT.

AN ATTORNEY SHOULD BE CONSULTED PRIOR TO ENTERING INTO A CONTRACT FOR THE SALE OR PURCHASE OF COMMERCIAL PROPERTY.



KINSEY, VINCENT, PYLE, P.L.
150 SOUTH PALMETTO AVENUE, SUITE 300
DAYTONA BEACH, FLORIDA 32114
386.252.1561
WWW.KVPLAW.COM