

## **Due Diligence Request List**

## Sample Property Address

Please provide a copy of each of the following documents with respect to this transaction.

Please understand that at this stage of our review our due diligence request is necessarily over-inclusive. We understand that many of the requests may not apply. If an item is not applicable or if documents do not exist, simply indicate this by selecting "N/A" to the right of the request. When you send your response, please include a copy of this request that indicates whether the items are included or will be sent to us after the initial response.

We recognize that this is a substantial request for information and we want to make the due diligence process as smooth as possible. If you have any questions or comments concerning any items on this list, please call Yaniv Benaroya at (###) ###-####. We appreciate your assistance.

DOCUMENT REQUESTED	TIME PERIOD	PROVIDED	TO COME	N/A
A. TENANTS & LEASES	PERIOD	FROVIDED	COMIL	N/A
Unit 1				
Lease Agreement, Option Agreements, & Addendums	Current			
Estoppel Certificates	Current	<del></del>	<del></del>	<del> </del>
Tenant Ledger	Since Inception		<u>-</u>	
Tenant Rental Application	Since Inception			<del></del>
Tenant Correspondence	Since Inception	Time Time	<del></del>	<del></del>
Tenant Contact Information	Current		<del></del>	<del>-</del>
Tenant Questionnaire Letter	Current			<del></del>
Unit 2		<del></del>		
Lease Agreement, Option Agreements, & Addendums	Current			
Estoppel Certificates	Current			
Tenant Ledger	Since Inception			
Tenant Rental Application	Since Inception			
Tenant Correspondence	Since Inception			
Tenant Contact Information	Current			
Tenant Questionnaire Letter	Current			
Unit 3		·····		
Lease Agreement, Option Agreements, & Addendums	Current			
Estoppel Certificates	Current			
Tenant Ledger	Since Inception			
Tenant Rental Application	Since Inception			
Tenant Correspondence	Since Inception			
Tenant Contact Information	Current			
Tenant Questionnaire Letter	Current			
Unit 4				
Lease Agreement, Option Agreements, & Addendums	Current			
Estoppel Certificates	Current			
Tenant Ledger	Since Inception			
Tenant Rental Application	Since Inception			
Tenant Correspondence	Since Inception			
Tenant Contact Information	Current			
Tenant Questionnaire Letter	Current			
Unit 5				
Lease Agreement, Option Agreements, & Addendums	Current			
Estoppel Certificates	Current			
Tenant Ledger	Since Inception			
Tenant Rental Application	Since Inception			
Tenant Correspondence	Since Inception			
Tenant Contact Information	Current			
Tenant Questionnaire Letter	Current			
Unit 6				
Lease Agreement, Option Agreements, & Addendums	Current			
Estoppel Certificates	Current			
Tenant Ledger	Since Incention			

Tenant Rental Application	Since Inception			
Tenant Correspondence	Since Inception			
Tenant Contact Information	Current			
Tenant Questionnaire Letter	Current	<u></u>		
Unit 7				
Lease Agreement, Option Agreements, & Addendums	Current			
<u> </u>		H	H	<u>-</u>
Estoppel Certificates	Current	<u></u>	<u>-</u>	H
Tenant Ledger	Since Inception	<u>-</u>	<u>H</u>	<u> </u>
Tenant Rental Application	Since Inception	<u>U</u>	<u>U</u>	<u> </u>
Tenant Correspondence	Since Inception			
Tenant Contact Information	Current			
Tenant Questionnaire Letter	Current			
Unit 8				
Lease Agreement, Option Agreements, & Addendums	Current			
Estoppel Certificates	Current	<u> </u>		
Tenant Ledger	Since Inception			
_		⊢	<del> </del>	H
Tenant Rental Application	Since Inception		H	H
Tenant Correspondence	Since Inception	⊢	H	H
Tenant Contact Information	Current	<u>H</u>	<u> </u>	<u>_</u>
Tenant Questionnaire Letter	Current	Ш	Ш	Ш
Unit 9				
Lease Agreement, Option Agreements, & Addendums	Current			
Estoppel Certificates	Current			
Tenant Ledger	Since Inception			
Tenant Rental Application	Since Inception			
Tenant Correspondence	Since Inception	<u></u>	<del>-</del>	<del></del>
Tenant Contact Information	Current	<del></del>		<del></del>
<u> </u>		H	H	H
Tenant Questionnaire Letter	Current	ш	Ц	ш
Unit 10				
Lease Agreement, Option Agreements, & Addendums	Current	<u>-</u>	<u>H</u>	<u> </u>
Estoppel Certificates	Current	<u>U</u>	<u>_</u>	<u> </u>
Tenant Ledger	Since Inception	<u> </u>	<u> </u>	<u> </u>
Tenant Rental Application	Since Inception			
Tenant Correspondence	Since Inception			
Tenant Contact Information	Current			
Tenant Questionnaire Letter	Current			
Unit 11	······			
Lease Agreement, Option Agreements, & Addendums	Current			
Estoppel Certificates	Current	<del></del>		——————————————————————————————————————
Tenant Ledger	Since Inception		<del></del>	
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Tenant Rental Application	Since Inception	H	H	<u>-</u>
Tenant Correspondence	Since Inception	<u></u>	<u>H</u>	<u>H</u>
Tenant Contact Information	Current	<u></u>	<u> </u>	<u>H</u>
Tenant Questionnaire Letter	Current			Ш
Unit 12				
Lease Agreement, Option Agreements, & Addendums	Current			
Estoppel Certificates	Current			
Tenant Ledger	Since Inception			
Tenant Rental Application	Since Inception			
Tenant Correspondence	Since Inception	<u> </u>		
Tenant Contact Information	Current			
Tenant Questionnaire Letter	Current	<u></u>	<del> </del>	<del> - </del>
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Unit 13				
Lease Agreement, Option Agreements, & Addendums	Current	<u></u>	<u>H</u>	<u> </u>
Estoppel Certificates	Current	<u></u>	<u>_</u>	<u>H</u>
Tenant Ledger	Since Inception	<u> </u>	<u> </u>	<u> </u>
Tenant Rental Application	Since Inception			
Tenant Correspondence	Since Inception			
Tenant Contact Information	Current			
Tenant Questionnaire Letter	Current			
Unit 14				
Lease Agreement, Option Agreements, & Addendums	Current			
Estoppel Certificates	Current			
<u> </u>				

Tenant Ledger	Since Inception			
Tenant Rental Application	Since Inception			
Tenant Correspondence	Since Inception			
Tenant Contact Information	Current			
Tenant Questionnaire Letter	Current			
Unit 15				<del>-</del>
Lease Agreement, Option Agreements, & Addendums	Current			Π
Estoppel Certificates	Current			
Tenant Ledger	Since Inception	<del></del>	<del></del>	<del></del>
Tenant Rental Application	Since Inception			
Tenant Correspondence	Since Inception			<del></del>
Tenant Contact Information	Current	······	<del>-</del>	<del></del>
Tenant Questionnaire Letter	Current		H	<del> </del>
Unit 16	, ounon			
Lease Agreement, Option Agreements, & Addendums	Current			
Estoppel Certificates	Current	H	<del></del>	<u></u>
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Tenant Ledger Tenant Rental Application	Since Inception	H	H	H
ļ	Since Inception		H	H
Tenant Correspondence	Since Inception	<u>H</u>	H	H
Tenant Contact Information	Current	<u>H</u>	H	H
Tenant Questionnaire Letter	Current	Ц	Ц	Ш
Unit 16	T 0			
Lease Agreement, Option Agreements, & Addendums	Current	<u>-</u>	H	<u>-</u>
Estoppel Certificates	Current	<del>-</del>	H	H
Tenant Ledger	Since Inception		<u>L</u>	<u>H</u>
Tenant Rental Application	Since Inception	<u>H</u>	<u>H</u>	<u>H</u>
Tenant Correspondence	Since Inception	<u>H</u>	<u></u>	<u></u>
Tenant Contact Information	Current		<u>H</u>	<u></u>
Tenant Questionnaire Letter  B. ENVIRONMENTAL	Current			Ш
notifications, or any other correspondence regarding any laws or regulations relating to any of the				
notifications, or any other correspondence regarding any laws or regulations relating to any of the following: environmental protection and health and safety laws; solid, hazardous, toxic or otherwise dangerous waste, substance or material treatment, storage, disposal, generation or transportation; air and/or water pollution; groundwater contamination; the release, threat of release into the environment of hazardous materials or hazardous substances, including injuries to persons or property caused by		_	_	
following: environmental protection and health and safety laws; solid, hazardous, toxic or otherwise dangerous waste, substance or material treatment, storage, disposal, generation or transportation; air and/or water pollution; groundwater contamination; the release, threat of release into the environment of hazardous materials or hazardous substances, including injuries to persons or property caused by such substances.	Since Inception			
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following: environmental protection and health and safety laws; solid, hazardous, toxic or otherwise dangerous waste, substance or material treatment, storage, disposal, generation or transportation; air and/or water pollution; groundwater contamination; the release, threat of release into the environment of hazardous materials or hazardous substances, including injuries to persons or property caused by such substances.  2. A copy of all environmental inspection, audit, consulting or assessment reports, correspondence, memoranda or other documents, and copies of soil and/or groundwater samlings results.  3. A list of (and all documents referring or relating to) all threatened or pending environmental actions or claims in which allegations have been made regarding the release of threat of release of hazardous or toxic substances, or regarding injuries to persons or property caused by hazardous or toxic substances, including governmental enforcement actions, m citizen suites and thrid-party claims.  4. Description of any environmental issues or liabilities.  C. FINANCIAL & TAX MATTERS  1. Profit & Loss Statement	Since Inception Since Inception Current Last 3 Years			
following: environmental protection and health and safety laws; solid, hazardous, toxic or otherwise dangerous waste, substance or material treatment, storage, disposal, generation or transportation; air and/or water pollution; groundwater contamination; the release, threat of release into the environment of hazardous materials or hazardous substances, including injuries to persons or property caused by such substances.  2. A copy of all environmental inspection, audit, consulting or assessment reports, correspondence, memoranda or other documents, and copies of soil and/or groundwater samlings results.  3. A list of (and all documents referring or relating to) all threatened or pending environmental actions or claims in which allegations have been made regarding the release of threat of release of hazardous or toxic substances, or regarding injuries to persons or property caused by hazardous or toxic substances, including governmental enforcement actions, m citizen suites and thrid-party claims.  4. Description of any environmental issues or liabilities.  C. FINANCIAL & TAX MATTERS  1. Profit & Loss Statement  2. Balance Sheet	Since Inception Since Inception Current Last 3 Years Last 3 Years			
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following: environmental protection and health and safety laws; solid, hazardous, toxic or otherwise dangerous waste, substance or material treatment, storage, disposal, generation or transportation; air and/or water pollution; groundwater contamination; the release, threat of release into the environment of hazardous materials or hazardous substances, including injuries to persons or property caused by such substances.  2. A copy of all environmental inspection, audit, consulting or assessment reports, correspondence, memoranda or other documents, and copies of soil and/or groundwater samlings results.  3. A list of (and all documents referring or relating to) all threatened or pending environmental actions or claims in which allegations have been made regarding the release of threat of release of hazardous or toxic substances, or regarding injuries to persons or property caused by hazardous or toxic substances, including governmental enforcement actions, m citizen suites and thrid-party claims.  4. Description of any environmental issues or liabilities.  C. FINANCIAL & TAX MATTERS  1. Profit & Loss Statement  2. Balance Sheet  3. Tax Returns  4. Rent Roll  5. Aged Tenant Receivable Report  6. Utility Bill - Trash	Since Inception  Since Inception  Current  Last 3 Years  Last 3 Years  Last 3 Years  Current  Current  Current  Last 1 Year			
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following: environmental protection and health and safety laws; solid, hazardous, toxic or otherwise dangerous waste, substance or material treatment, storage, disposal, generation or transportation; air and/or water pollution; groundwater contamination; the release, threat of release into the environment of hazardous materials or hazardous substances, including injuries to persons or property caused by such substances.  2. A copy of all environmental inspection, audit, consulting or assessment reports, correspondence, memoranda or other documents, and copies of soil and/or groundwater samlings results.  3. A list of (and all documents referring or relating to) all threatened or pending environmental actions or claims in which allegations have been made regarding the release of threat of release of hazardous or toxic substances, or regarding injuries to persons or property caused by hazardous or toxic substances, including governmental enforcement actions, m citizen suites and thrid-party claims.  4. Description of any environmental issues or liabilities.  C. FINANCIAL & TAX MATTERS  1. Profit & Loss Statement  2. Balance Sheet  3. Tax Returns  4. Rent Roll  5. Aged Tenant Receivable Report  6. Utility Bill - Trash  7. Utility Bill - Water  8. Utility Bill - Water  8. Utility Bill - Gas & Electric  9. Landscaping Bill  D. MATERIAL AGREEMENTS AND OPERATIONS  1. All material agreements, including all amendments, waivers and addenda, and all other documents	Since Inception  Current  Last 3 Years  Last 3 Years  Last 3 Years  Current  Current  Current  Last 1 Year			
following: environmental protection and health and safety laws; solid, hazardous, toxic or otherwise dangerous waste, substance or material treatment, storage, disposal, generation or transportation; air and/or water pollution; groundwater contamination; the release, threat of release into the environment of hazardous materials or hazardous substances, including injuries to persons or property caused by such substances.  2. A copy of all environmental inspection, audit, consulting or assessment reports, correspondence, memoranda or other documents, and copies of soil and/or groundwater samlings results.  3. A list of (and all documents referring or relating to) all threatened or pending environmental actions or claims in which allegations have been made regarding the release of threat of release of hazardous or toxic substances, or regarding injuries to persons or property caused by hazardous or toxic substances, including governmental enforcement actions, m citizen suites and thrid-party claims.  4. Description of any environmental issues or liabilities.  C. FINANCIAL & TAX MATTERS  1. Profit & Loss Statement  2. Balance Sheet  3. Tax Returns  4. Rent Roll  5. Aged Tenant Receivable Report  6. Utility Bill - Trash  7. Utility Bill - Water  8. Utility Bill - Water  8. Utility Bill - Gas & Electric  9. Landscaping Bill  D. MATERIAL AGREEMENTS AND OPERATIONS  1. All material agreements, including all amendments, waivers and addenda, and all other documents relating to material arrangements, understandings or relationships with respect to the propery.	Since Inception  Since Inception  Current  Last 3 Years  Last 3 Years  Current  Current  Current  Last 1 Year  Last 1 Year  Last 1 Year  Last 1 Year  Current  Current			
following: environmental protection and health and safety laws; solid, hazardous, toxic or otherwise dangerous waste, substance or material treatment, storage, disposal, generation or transportation; air and/or water pollution; groundwater contamination; the release, threat of release into the environment of hazardous materials or hazardous substances, including injuries to persons or property caused by such substances.  2. A copy of all environmental inspection, audit, consulting or assessment reports, correspondence, memoranda or other documents, and copies of soil and/or groundwater samlings results.  3. A list of (and all documents referring or relating to) all threatened or pending environmental actions or claims in which allegations have been made regarding the release of threat of release of hazardous or toxic substances, or regarding injuries to persons or property caused by hazardous or toxic substances, including governmental enforcement actions,m citizen suites and thrid-party claims.  4. Description of any environmental issues or liabilities.  C. FINANCIAL & TAX MATTERS  1. Profit & Loss Statement  2. Balance Sheet  3. Tax Returns  4. Rent Roll  5. Aged Tenant Receivable Report  6. Utility Bill - Trash  7. Utility Bill - Water  8. Utility Bill - Gas & Electric  9. Landscaping Bill  D. MATERIAL AGREEMENTS AND OPERATIONS  1. All material agreements, including all amendments, waivers and addenda, and all other documents relating to material arrangements, understandings or relationships with respect to the propery.  2. List of all existing tenants showing location, square footage, floor plans and max capacity	Since Inception  Since Inception  Current  Last 3 Years  Last 3 Years  Current  Current  Last 1 Year  Last 1 Year  Last 1 Year  Last 1 Year  Current  Current  Current  Current			
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<ol> <li>Federal, State, and local licenses, permits and governmental approvals applied for or issud relating to the property.</li> </ol>	Since Inception			
11. Copies of all market research, marketing studies, customer surveys, and other research materials	Three Years			
E. INSURANCE				
Schedule of all existing insurance coverage	Current			
<ol><li>Copies of all insurance policies, including workers compensation, product liability, property, officers and directors liabilities, general liability and all other insurance</li></ol>	Current			
<ol><li>Description of insurance claims history, including date of claim, nature of loss, payment, reserves and description of experience under workers compensation. Please provide "Loss Run" report.</li></ol>	Five Years			
<ol> <li>Description of any claims or lawsuits pending or contemplated by the Company with respect to insurance coverage, and all correspondence relating to cancellation or non-renewal of any policy</li> </ol>	Five Years			
F. LABOR & EMPLOYMENT MATTERS				
<ol> <li>List of employees indicating full or part-time status, union/non-union status, position, start date, salary and other compensation, and a current personnel organization chart</li> </ol>	Current			
2. List of open positions, with title and expected annual compensation	Current			
Employment agreements, including any severance or termination agreements, agreements applicable in the event of a change of control, non-compete, non-solicitation and confidentiality				
agreements, work-for-hire agreements, proprietary rights and inventions agreements, and descriptions of verbal agreements and understandings with employees	Current			
4. Consulting agreements, management agreements and other professional engagements	Current			
<ol><li>Agreements with respect to leased employees, independent contractors and other similar arrangements</li></ol>	Current			
List of management level employees who left company, showing last date of employment, description of severance package, and reason for leaving/termination	One Year			
7. Union contracts, collective bargaining agreements and union pension and welfare plan agreements, summary plan descriptions and summaries of material modification, together with any assessments of withdrawal liability or estimates of withdrawal liability if contributions were to cease	Current			
Description of any threatened or actual strikes or work slow-downs or stoppages, any union organizing activities and any other unusual labor relations matters.	Five Years			
9. I-9 forms regarding the Business's employees	Current			
10. Documents regarding any pending or threatened unfair labor practice complaints at the National Labor Relations Board or any comparable state or local agency	Three Years			
11. All EEOC and affirmative action compliance files	Three Years			
12. All OSHA records and injury logs	Three Years			
13. All employee handbooks, policies, procedures and manuals	Current			
G. LITIGATION AND DISPUTES				
1. With respect to legal proceedings (including all civil and criminal actions, pre-suit claims and any enforcement actions): summaries, status reports, attorneys' evaluations and listings which document parties involved; basis of suit; jurisdiction; names of involved counsel; relevant dates as to injuries, pleadings and all significant litigation events; relevant amounts as to damages, settlements,	- V			
judgments and appeals; and attorneys' fees paid	Five Years	Ш	Ц	Ц
<ol><li>Case files from (including responses to auditors' inquiries) each lawyer or law firm prosecuting or defending significant litigation related to the Business, describing such litigation</li></ol>	Current			
List of decrees, judgments, orders, settlement agreements or arbitration awards related to the Business (including unsatisfied judgments, and orders requiring or prohibiting any activities)	Since Inception			
<ol> <li>Product warranty and product liability claim history related to the Business and detail concerning reserves</li> </ol>	Five Years			
5. Files relating to investigation and inquiries of, and correspondence, reports and filings with, federal, state and local governmental agencies or other regulatory bodies	Five Years			
H. OTHER				
All complaints of residents and business establishments near the property?	Three Years			
2. Any other document or information not otherwise requested which in your judgment could be material to an understanding of the Property or which you believe should be considered and reviewed in making disclosures regarding the Property and the financial condition of the Property?	Since Inception			
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