

Verify before you close

Due Diligence Checklist

What to verify during your inspection period, grouped so nothing slips through before your contingencies expire.

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Austin Coon
Properties & People

(463) 207-0234 · austin@austincoon.com
austincoon.com · [@iaustincoon](https://www.instagram.com/iaustincoon)

Use your window wisely

Trust, then verify

Your inspection period is short. Work through each section, write down what you find, and flag anything that changes your offer. In Marion County, MapIndy and the county assessor and treasurer sites are good starting points for parcel, zoning, and tax information.

01 Property and title

ITEM	STATUS	NOTES
☐ Confirm the correct legal address and parcel number		
☐ Note the mailing address for tax bills and notices		
☐ Check for other addresses used for the property		
☐ Review the survey, or order one		
☐ Check easements, deed restrictions, and covenants		
☐ Read HOA rules, fees, and any rental restrictions		
☐ Review what county records show (beds, baths, units, square feet)		

02 The numbers

ITEM	STATUS	NOTES
☐ Rent roll reviewed and matched to leases		
☐ Financial statements or seller P&L reviewed		
☐ Property tax bills checked, and post-sale reassessment estimated		
☐ Insurance quotes compared		
☐ Expenses the owner currently handles personally identified		
☐ Utility bills reviewed for every season		
☐ Any other income (laundry, parking, storage) confirmed		
☐ Rent comps pulled		
☐ Sales comps for current value and after-repair value pulled		
☐ Pro forma updated with verified numbers		
☐ Refinance criteria checked, if part of the plan		

03 Physical condition

ITEM	STATUS	NOTES
☐ Full inspection completed		
☐ Contractor walkthrough completed		
☐ Sewer scope, plus roof, HVAC, or foundation specialists as needed		
☐ Capital items needed in the next 10 years listed		
☐ Recent capital improvements documented		
☐ Routine maintenance list created		
☐ Environmental concerns checked (lead paint, radon, mold, tanks)		

04 Zoning and legal

ITEM	STATUS	NOTES
☐ Zoning confirmed for your intended use		
☐ Current use matches permitted use and unit count		
☐ Permits confirmed for past work		
☐ Open code violations or orders searched		
☐ Plans or drawings available		

05 Tenants and leases (if occupied)

ITEM	STATUS	NOTES
☐ Tenants current on rent; payment history reviewed		
☐ Security deposit amounts confirmed		
☐ Any rent concessions or discounts noted		
☐ Lease end dates and renewal terms noted		
☐ Estoppel certificates signed by tenants		
☐ Shared area expenses confirmed		

DEAL-CHANGING FINDINGS

BEFORE YOUR DEADLINE

Decide in writing: proceed, renegotiate, or walk away. Missing a contingency date can cost you your earnest money.



Let's talk about your next move

Under contract and want backup?

I help investors across Indianapolis and Central Indiana through the inspection period: pulling records, lining up inspectors and contractors, and negotiating repairs or credits based on what we find.

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INDIANAPOLIS & CENTRAL INDIANA

TEXT / CALL (463) 207-0234

EMAIL austin@austincoon.com

WEB austincoon.com

INSTAGRAM [@iaustincoon](https://www.instagram.com/iaustincoon)

OFFICE 31 E Main Street, Carmel, IN 46032

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