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Standard Index for Real Estate Due Diligence

This standard data room index was created through the cooperation of real estate experts and is supported by the German Society of Property Researchers (gif). The index is presented as the core element of a data room, as its structure reflects the whole content of a transaction. It is meant to fulfill the requirements of a typical real estate due diligence. It can be extended but should not be shortened. The relevance of each part depends on the specificities of the assets involved in the transaction. This standard can be employed for transactions involving one or more assets, the first index level (X) pointing at each of the latter.

For your immediate editing, we have provided an Excel version of the index. In addition, you can download a zip file version; this can be easily downloaded to your computer, in case you want to gather your content locally before dragging and dropping it into the data room. All at a glance.

1 Property-related documentation

1.1 Introduction

1.1.1 Property description

1.2 Site

1.2.1 Cadastral map / Official site plan

1.2.2 Encroachment

1.2.3 Environment

1.2.4 Foundation report / geotechnical report

1.2.5 Land value map

1.3 Ownership

1.3.1 Trade register excerpts of the registered owner

1.3.2 Extract of Land Register

1.3.3 Leasehold agreements

1.3.4 Agreements with neighbors

1.3.5 Partial-ownership

1.4 Construction planning law

1.4.1 Land development plan

1.4.2 Development plan

1.4.3 Monument protection

1.4.4 Development / Services by local authorities

1.4.5 Urban development contracts

1.4.6 Reallocation, reconstruction or development area / preservation statute

1.4.7 Regulatory certificates

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- 1.5 Building regulations law**
 - 1.5.1 Planning permissions
 - 1.5.2 Other permissions
- 1.6 Building (technical management)**
 - 1.6.1 As-completed drawings
 - 1.6.1.1 Floor plans
 - 1.6.1.2 Views
 - 1.6.1.3 Sectional views
 - 1.6.1.4 Static
 - 1.6.1.5 Heating
 - 1.6.1.6 Ventilation
 - 1.6.1.7 Air conditioning
 - 1.6.1.8 Sanitation
 - 1.6.1.9 Electricity
 - 1.6.2 Floor area measurements
 - 1.6.3 Building specifications
 - 1.6.4 Building / construction stage analysis
 - 1.6.5 Fire protection (e.g. concept, reviews)
 - 1.6.6 Specialist planners' contracts (e.g. architect)
 - 1.6.7 Building construction contracts
 - 1.6.7.1 Warranty schedule
 - 1.6.7.2 Trade
 - 1.6.7.3 Maintenance protocol, audit documents, manuals
 - 1.6.7.4 Sustainability (incl. energy certificate)
- 1.7 Tenancies**
 - 1.7.1 Tenancy schedule, use ratios
 - 1.7.2 Lease agreement / addendum (incl. all supplements)
 - 1.7.3 Rental deposits and/or guarantees
 - 1.7.4 Rental arrears
 - 1.7.5 Handover protocol
 - 1.7.6 Rental adjustments / permanent rent
 - 1.7.7 Break notices
 - 1.7.8 Accounting of service charges
 - 1.7.9 Important correspondence
- 1.8 Management (commercial)**
 - 1.8.1 Management contracts
 - 1.8.2 Insurance certificate
 - 1.8.3 Statement of operating costs
- 1.9 Taxation**
 - 1.9.1 Property tax assessments / property assessment notices
 - 1.9.2 Unit value notices / unit value declarations
 - 1.9.3 Other local taxes
 - 1.9.4 Amending hand and current correction periods



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- 1.9.5 Value-Added-Tax (VAT)
 - 1.9.5.1 Tenants
 - 1.9.5.2 Vendors
- 1.9.6 Option rates / VAT key
- 1.10 Legal disputes**
- 1.11 Object-related contracts**
- 1.12 Additional information for special purpose properties**
- 1.13 Other documents / contracts / agreements**
- 2 Legal entity documentation**
- 2.1 Legal entity**
 - 2.1.1 Overview
 - 2.1.2 Company certificate
 - 2.1.3 Transfer of shares
 - 2.1.4 Register extracts / registrations
 - 2.1.5 Shareholder register
 - 2.1.6 Shareholder list
- 2.2 Articles of association**
 - 2.2.1 Articles of association
 - 2.2.2 Changes to the articles of association
- 2.3 Shareholders' resolutions**
 - 2.3.1 Decisions concerning the articles of association
 - 2.3.2 Decisions on profit distribution
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 - 2.4.2 Minutes
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- 2.6 Land purchasing contract**
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 - 2.7.3 Management reporting
 - 2.7.4 Liabilities (incl. off-balance)
 - 2.7.5 Current balances
 - 2.7.6 Other financial information
- 2.8 HR**
- 2.9 Joint ventures**
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