

GUIDELINES /CHECKLIST FOR DOCUMENTATION REQUIRED FOR DUE DILIGENCE

*Please note, this is only a guideline and documents needed will vary from deal to deal.

1.	Copy of the title deed	
2.	Copy of the SG diagram	
3.	Copy of the zoning certificate	
4.	Copy of insurance policy	
5.	Copy of the council approved S.D.P. and building plans	
6.	Copy of maintenance / service agreements for air conditioning	
7.	Copy of all agreements / contracts with service providers (Security, elevators, escalators, cleaning, meter reading, fire extinguishers / sprinklers and maintenance)	
8.	Details of current operating expenses	
9.	Copy of the tenant list and rent roll for the last 6 months	
10.	Copies of accounts for: assessment rates, refuse, water, electricity and sewerage for the past 6 months	
11.	Copies of the rental invoices for the past 3 months	
12.	Confirmation of tenant deposits held	
13.	List of tenant arrears with age analysis	
14.	Copy of all signed leases including all annexures, addendums and amendments	
15.	List of tenant arrears with age analysis	
16.	VAT registration certificate of Seller	
17.	Physical inventory of all furniture, fixtures and equipment included in the sale	
18.	Mortgage bondholder information	
19.	Confirmation of any employees directly employed to the building	
20.	Company resolution authorising the seller to sign all relevant documents	

- Details of any current disputes in terms of the lease agreements
- Details of any eviction proceedings
- Details of any insurance claims in the last 24 months
- A list of all defects of which the seller is aware
- Sellers certificate of incorporation

Sectional Title Plan

- Copy of the most recent audited financial statements of the Body Corporate
- Copy of the most recent Sectional Scheme Plan
- Copy of Body Corporate management rules and conduct rules
- Copy of the most recent Body Corporate AGM park
- Copy of the minutes of all Body Corporate Trustee meetings of the past 24 months
- Copy of the minutes of all Body Corporate levy account

A. Dewey | M. te Vaarwerk | M. van Schoor for Swindon Property Services (Pty) Ltd: 2014/110213/07

A. Dewey | C. Williamson | H. Hardy for Swindon Property Gauteng (Pty) Ltd: 2015/42309/07

CAPE TOWN

📍 179 Buitengracht St.
Cape Town, 8001
☎ +27 (21) 422 0778

JOHANNESBURG

📍 6 Illovo Edge, Corner Harries
& Fricker Road, Illovo, 2196
☎ +27 (11) 268 6315

DURBAN

📍 187 Montpelier Rd.
Morningside, Durban, 4001
☎ +27 (31) 324 3540



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