

**WESTERN NORTH CAROLINA REAL ESTATE FOUNDATION
PROPERTY REVIEW CHECKLIST**

1. Exact legal name of donor/owner, address, contact person, phone number, email
2. Property ownership

Sole owner	Tenancy in common
Tenants by the entirety	Community property
Joint tenancy (w/right of survivorship)	Other (owned by trust, etc.)
3. How/when the property acquired? (purchase, inherited, gift, 1031 exchange, etc.)
4. Location and legal description of property
5. Assessed value and copy of current appraisal district tax records
6. Amounts for property taxes, HOA/POA dues, assessments and/or other costs
7. Information regarding mortgages or indebtedness, if any.
8. Maps, aerial photos and other documentation for the property.
9. Evidence of title, such as title examination and report, title insurance commitment, and schedule describing any liens, encumbrances, or title matters affecting the property.
10. Description of any buildings or other structures located on the land.
11. Current survey (within previous 12 months) by a registered land surveyor showing location of all structures, easements, and encumbrances appearing in recorded documents.
12. Description of prior uses of the property.
13. Description of uses of surrounding property, with specific disclosure of any wells, septic or sewer, storage tanks or other environmental factors affecting the property.
14. Disclosure of any contemplated or anticipated condemnations, right-of-ways-taking or other actions by municipalities that may affect the subject property.
15. Copy of any previous Phase I environmental reports on the property.
16. Radon test(s) information.
17. If income producing: leases, management and service contracts, two years of operating history
18. Disposition status (*Evidence of a prearranged sale may disqualify any charitable benefit of a real property donation.*)
 - Is the property currently listed for sale with a real estate professional?
 - Does anyone have an option to purchase the property or a right of first refusal?