Continental

PRINTABLE CHECKLIST

Service contract due diligence checklist

Use one sheet per property. Log every service contract, check each review point, and settle keep, re-bid or end before the contract-assumption deadline.

Property _____ **Seller** _____

Expected closing date _____ **Reviewed by** _____

Request from the seller

- ☐ Signed copy of each service contract with amendments and pricing exhibits
- ☐ Current certificates of insurance for each vendor
- ☐ Inspection reports, service logs, open work orders and complaint history
- ☐ Elevator certificates, fire alarm and sprinkler test reports, pest control reports
- ☐ List of equipment, supplies, keys, key cards and fobs, with owner of each
- ☐ Prepaid amounts, unpaid invoices and deposits by vendor
- ☐ Leases for laundry, antennas, billboards and other space, kept as a separate group

Contract log

	SERVICE AND VENDOR	END DATE	NOTICE DATE	ASSIGNABLE?	KEEP / RE-BID / END
☐	Janitorial				
☐	Day porter				
☐	Landscaping				
☐	Elevator				
☐	Pest control				
☐	Waste and recycling				
☐	Fire and life-safety testing				
☐	HVAC				
☐					

Check in each contract

- ☐ Contracting party: property entity, management company or parent company
- ☐ Automatic renewal and the last day to stop it
- ☐ Termination for convenience, notice, any fee; termination for cause and cure
- ☐ Assignment, vendor consent, change-of-ownership or change-of-control clause
- ☐ Scope, frequencies, hours and staffing match what is done on site
- ☐ Escalators, wage pass-through, extra-work and holiday terms
- ☐ Additional-insured status; buyer to be added at closing?
- ☐ Indemnity and limitation of liability sent to counsel
- ☐ Vendor confirmation requested (in force, no default, amount owed, dates)

Lender and lease points

- ☐ Freddie Mac loan: management agreement terminable on no more than 30 days' notice, without cause or fee, unless assigned to the lender and subordinated
- ☐ GSA lease template L100 (May 2026): government notified within five days of title transfer; novation under FAR 42.12
- ☐ GSA lease: janitorial contract meets the lessor's cleaning duty in the lease
- ☐ Service contracts and maintenance records given to the condition consultant

Closing and after

- ☐ Keep, re-bid or end decisions sent to the seller in writing: _____
- ☐ Termination notices held until closing is certain: Yes / No
- ☐ New vendor start-up overlaps the outgoing vendor's last weeks
- ☐ Kept vendors sent new billing details, insurance requirements and contacts
- ☐ Keys, cards and fobs collected and logged

Notes