

Buyer Due Diligence Checklist

Open questions and documents, who answers each, and how to close it. Prepared October 12, 2026.

Sewer extension

#	QUESTION OR DOCUMENT	RESPONSIBLE
☐ 1	Signed letter with mobilization date, current progress and expected completion, plus dated job-site photos	Frank Dousten, Watermasters (602-918-3017)
☐ 2	City right-of-way / sewer permit number and inspection history	Watermasters; City Inspection Services
☐ 3	Put the seller's commitment to pay the \$91,000 balance, change orders and all costs through permit into the purchase agreement	Seller; buyer's attorney
☐ 4	Amounts of excluded items the seller will cover: sewer development fees, permits, engineering	Seller; civil engineer
☐ 5	Is the sewer plan detail City-approved? Provide the approval or plan number	Civil engineer; Watermasters

Lot line adjustment & land

#	QUESTION OR DOCUMENT	RESPONSIBLE
☐ 6	City's written requirements for the LLA, and whether sewer completion, inspection or acceptance is required first	Reed Dalbik (JLD); City Planning
☐ 7	Must the LLA be recorded before plan resubmittal or before permit issuance?	City Plan Review
☐ 8	LLA exhibit, new legal descriptions, and filing / recording status	Reed Dalbik, PE, PLS (JLD)
☐ 9	Final net lot areas. Both plan sets list 14,849 SF; confirm each lot by survey	Surveyor; architect
☐ 10	Title commitment for each parcel; seller entity (EParkway, LLC) authority to sell	Seller; title company
☐ 11	Status of demolition of existing home, septic and pool (plan key note 1)	Seller

Plans & City review

#	QUESTION OR DOCUMENT	RESPONSIBLE
☐ 12	City first-round comment letters and plan check numbers for both lots	Architect
☐ 13	Comment-by-comment response log showing what is corrected and by whom	Architect; civil engineer
☐ 14	Confirm elevation orientation labels on Sheets A3.0 / A3.1 match the site plan	Architect
☐ 15	Signed status letters (Letters 2 and 3) and a target resubmittal date	Architect; civil engineer
☐ 16	Written plan-use license or assignment of architectural and civil drawings to the buyer	Seller; architect; civil engineer
☐ 17	How the City application transfers to the buyer, and who is the applicant of record	Architect; City
☐ 18	Estimate of remaining plan review and permit fees (City fee calculator)	Architect

Construction & design

#	QUESTION OR DOCUMENT	RESPONSIBLE
☐ 19	Independent construction bid for the chosen plan	Buyer's builder
☐ 20	Address of the photographed completed home, who built it, and permission to use the ARMLS photos	Contractor; seller; listing agent
☐ 21	Introduction to the interior designer	Seller
☐ 22	Purchase price, deposit, due-diligence period, contingencies, and an outside date for permit issuance (seller target: January 2027 groundbreaking)	Seller; buyer's attorney and agent