

Campground Due Diligence Checklist

Request these items from the seller and check them off as you receive and review them. Not every line applies to every park — adapt it to the deal in front of you, and always layer in whatever your lender specifically requires.

A. Financial Records

- ☐ Three years of business tax returns
- ☐ Three years of profit & loss statements
- ☐ Most recent property tax bills
- ☐ Twelve months of business bank statements
- ☐ Twelve months of rental / guest / campground income deposit slips
- ☐ List of capital expenditures for the last 3 years — renovations, upgrades, major repairs
- ☐ Delinquency report — tenants with unpaid balances, dates, and amounts
- ☐ Estimated yearly and monthly expenses, and estimated yearly and monthly profit
- ☐ Payment processing — how card payments are collected (software, POS terminals, services)
- ☐ Annual advertising / marketing spend

B. Insurance & Legal

- ☐ Current insurance policy and binder showing premiums, coverages, and riders
- ☐ Insurance claim history — past claims made on the business
- ☐ Title policy
- ☐ Disclosure of any past, pending, or recent lawsuits related to the park
- ☐ Disclosure of any past or present regulatory or compliance issues
- ☐ Disclosure of any fines, past or present
- ☐ Active business license and the annual renewal cost

C. Permits, Zoning & Environmental

- ☐ City, county, and state permits and licenses
- ☐ Certificates of occupancy
- ☐ Zoning designation and any changes or variances
- ☐ Phase 1 Environmental Site Assessment (ESA)
- ☐ Existing surveys and any environmental reports
- ☐ Flood zone information and flood plans
- ☐ Emergency preparedness and evacuation plan

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- ☐ Park policies and procedures

D. Utilities & Metering

- ☐ Utility bills, past 12–24 months — water, electric, gas, sewer, cable/internet, phone, trash, propane, fiber, and any others
- ☐ Who pays what, and how each utility is metered (owner vs. guest/seasonal)
- ☐ Sub-metering formulas — especially electric: the calculation used, billing timing/schedule, and any deposit amounts
- ☐ Meter reading — how often meters are read and who is responsible
- ☐ Premium internet upgrade charge, if offered
- ☐ What the systems are made of — water and sewer line materials, and the electrical amperage at each pole / pedestal

E. Infrastructure & Systems

- ☐ Water well test and compliance records; age and capacity of each well pump; pump repair and maintenance history; any storage tanks
- ☐ Septic / sewer — tank locations, number of sites per tank, last pumped or serviced, permits, and repair/maintenance records
- ☐ Propane tanks — locations, who fills and services them, how often, and cost
- ☐ Listing of any current infrastructure problems (water, sewer, gas, electric)
- ☐ Drawings and maps of the park and infrastructure, including lot sizes
- ☐ Pool — maintenance provider, date of last service, and liner replacement history

F. Sites, Rent Roll & Leases

- ☐ Rent roll of seasonals — site number & type (full hook-up, 50/30 amp, water/electric only), park-model sites (owner-occupied vs. rental), occupant name, original move-in date, number of occupants, seasonal rent, utility charges, additional charges (boat slip, golf cart, etc.), current balance due, renewing-or-leaving status, and notes
- ☐ For each RV space — type (back-in, pull-through), electrical amperage, and available hookups (water, sewer, telephone, cable)
- ☐ Signed leases and park rules for each seasonal / occupant
- ☐ List of park-owned RVs and/or park models
- ☐ List of cabins and cottages, with monthly renter and amount where applicable
- ☐ Reservations and bookings
- ☐ Timeline of the last 2–3 rent increases, with the amount of each

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G. Staff & Payroll

- ☐ Current staff list — position and description, wages (hourly, salaried, full-time, seasonal, part-time), benefits (health, dental, bonuses, 401k), method of pay, pay schedule, and payroll taxes
- ☐ Any employee arrangements or agreements in place

H. Vendors & Contractors

- ☐ Vendor contracts with names and contact info — landscaping/grounds, trash, lake & beach maintenance, well repair, sewer service, housekeeping/linen, electrician, plumber, roto-rooter, food/concessions, movers, merchandise, payroll company, cable, internet, website, and any others
- ☐ Names and phone numbers of all contractors used in the last few years

I. Assets — FF&E, Equipment & Inventory

- ☐ FF&E (furniture, fixtures & equipment) with approximate count and value — office equipment, registers/POS, kitchen (range, refrigerators, freezers, tables/chairs), maintenance equipment (mower, tractor, truck, forklift, golf cart), and heavy machinery (honey dipper, loader, dump truck, woodchipper, backhoe, plow)
- ☐ Equipment that is leased, rented, or borrowed
- ☐ Real estate and value — camp store, storage buildings, laundry rooms, etc.
- ☐ Store inventory — approximate value and how long current stock will last (no need to itemize)
- ☐ Full equipment list and inventory (golf carts, etc.)
- ☐ Any contracts that transfer to the buyer at closing (laundry, trash, phone)

This checklist is a starting point and a suggestion only. Your bank or attorney may require additional items. Always review and follow the specific due-diligence requirements for your transaction.