

Due-Diligence Master Checklist

THE CAMPGROUND CONNECTION ACADEMY · MODULE 9

Your central tracker — check items off as they are confirmed.

Financial Review

- ☐ 3 years of P&Ls + trailing 12 months
- ☐ Federal tax returns
- ☐ General ledger / detailed expense reports
- ☐ Payroll records and summaries
- ☐ Add-backs verified and documented
- ☐ Adjusted NOI recalculated
- ☐ Bank statements (if needed)
- ☐ Insurance costs and claim history

Operations

- ☐ Reservation-system reports
- ☐ Occupancy history
- ☐ Rate sheets and rate history
- ☐ Seasonal / monthly camper agreements
- ☐ Staff structure and roles
- ☐ Vendor list and contracts
- ☐ Management agreements (if any)

Utilities & Infrastructure

- ☐ Septic records + pump reports
- ☐ Well logs and water tests
- ☐ Water-system diagrams and pressure/flow
- ☐ Electrical schematics and capacity

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- ☐ Sewer diagrams / lift stations
- ☐ Site maps and engineering drawings

Buildings & Site

- ☐ Building/commercial inspection
- ☐ Roofs, foundations, HVAC, plumbing
- ☐ Cabins and rental units
- ☐ Bathhouses
- ☐ Roads and drainage
- ☐ Pool / amenities
- ☐ Equipment list and condition

Legal, Title & Compliance

- ☐ Campground license(s)
- ☐ Zoning / Special Use Permit
- ☐ Health-department records
- ☐ Licensed / approved site count
- ☐ Survey and legal description
- ☐ Title review + easements
- ☐ Leases and encroachments

Environmental

- ☐ Underground / fuel storage tanks
- ☐ Dump station and maintenance areas
- ☐ Wetlands / floodplain exposure

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☐ Environmental site assessment (if required)

Financing & Closing

- ☐ Lender underwriting requirements
- ☐ Appraisal ordered
- ☐ Debt-service coverage confirmed
- ☐ Working capital planned
- ☐ Deposits / prepaid stays reconciled
- ☐ Due-diligence deadline calendared
- ☐ Final decision documented