Property Due Diligence Report

Property record, Approval and project-history review for a prospective buyer.

CLIENT / DECISION	Prospective Home Buyer	**PROPERTY / PROJECT**	Sample Single-Family Property • Westport, CT
REPORT TYPE	Illustrative Sample	**DATE**	Sample — not a live property

EXECUTIVE READOUT

The property record and listing description generally align, but the research flags an addition and finished-area discrepancy that deserves confirmation before contingencies are removed. A prior Approval final status should also be verified.

Overall PICKFACTS Readiness / Risk Signal: VERIFY 2 ITEMS BEFORE CLOSING

KEY FINDINGS

Area	What the review found	Signal
Property Facts	Public records and listing information show different finished-area figures.	CHECK
Approval history	A prior alteration Approval is identified, but final inspection/closure status should be confirmed.	HIGH
Addition	Rear addition appears in historical references; supporting plans should be matched to the current structure.	HIGH
Assessment	Assessment data is useful as a reference, not a substitute for physical measurement.	LOW
Record Gaps	Some municipal documents are incomplete or unavailable in the indexed record set.	MEDIUM
Buyer Questions	Seller should provide documentation supporting the addition and final approvals.	HIGH

RECOMMENDED NEXT STEPS

1. Request Approvals plans and final inspection documentation for the addition.

2. Confirm the municipality's current record and whether any Approval remains open, expired or incomplete.

3. Reconcile listing square footage with assessor records and available plans.

4. Have the buyer's attorney and appropriate professionals evaluate unresolved documentation.

5. Retain the due-diligence file with the closing records.

SCOPE & IMPORTANT NOTE

Illustrative marketing example using a fictional property and fictional records. PICKFACTS organizes and interprets available information; it does not certify legal status, code compliance, physical condition or measured square footage.