ROOF DOCUMENT REQUEST CHECKLIST

This is the roof half of a diligence document request. Send it once, in writing, with a response date, at the start of the diligence period rather than at the point you discover something.

Each row says what to ask for, what the document proves, and what it means if it does not arrive.

THE ROOF ITSELF

ASK FOR	WHAT IT PROVES	IF IT DOES NOT ARRIVE
☐ Installation date	When the clock started	Age becomes an estimate, and so does remaining life
☐ Original specification	System, insulation, deck, attachment	The build up has to be established on site, often by a core
☐ As built roof plan	Areas, levels, outlets, equipment positions	Findings cannot be located consistently between visits
☐ Manufacturer approval letter	That the installation was accepted	The warranty may never have been validated
☐ Completion or sign off certificate	That the work was finished and inspected	Nobody confirmed the roof was finished to specification

THE HISTORY

ASK FOR	WHAT IT PROVES	IF IT DOES NOT ARRIVE
☐ Repair invoices, five years	Frequency, location, recurrence	The repair pattern is unknown and has to be read off the roof

ASK FOR	WHAT IT PROVES	IF IT DOES NOT ARRIVE
☐ Maintenance contract and visit reports	Somebody has been on the roof	Assume no maintenance, and check the warranty conditions
☐ Previous inspection reports	Earlier findings and whether they were acted on	No baseline exists to compare today's condition against
☐ Moisture survey results	Whether wet insulation was ever recorded	Wet build up remains an unknown unless surveyed now
☐ Insurance claim history	Storm events and what was paid	Past damage and past repairs cannot be separated

THE PAPERWORK

ASK FOR	WHAT IT PROVES	IF IT DOES NOT ARRIVE
☐ Warranty certificate	What cover exists and from whom	Treat the roof as uncovered in the model
☐ Warranty terms and conditions	What voids it and what transfer requires	Cover cannot be valued, only assumed
☐ Permits for roof work	That past work was permitted	Unpermitted work becomes the buyer's problem
☐ Lien waivers for recent work	That contractors were paid	An unpaid contractor can follow the building
☐ Roof related correspondence	Disputes, complaints, unresolved issues	A live dispute can arrive after closing

THE AGREEMENTS

ASK FOR	WHAT IT PROVES	IF IT DOES NOT ARRIVE
☐ Leases covering roof repair and access	Who pays and who controls access	Recharge assumptions in the model are unsupported
☐ Telecoms or antenna agreements	Rights over the roof and its penetrations	Equipment rights are unknown until somebody asserts them

ASK FOR	WHAT IT PROVES	IF IT DOES NOT ARRIVE
☐ Solar agreements or leases	Who owns, who maintains, who removes	Removal and reinstatement costs sit with an unknown party
☐ Signage and screen agreements	Fixings, loads and maintenance duties	Fixings through the membrane have no responsible owner
☐ Service agreements for rooftop plant	Who goes on the roof and how often	Unlogged access is the commonest cause of unexplained damage

WHAT TO DO WITH IT

1. **Send it once, dated, in writing.** One complete request outperforms a series of small ones.
2. **Log what arrives against what was asked.** The gap is the finding.
3. **Read the warranty conditions, not the certificate.** The conditions are where the cover actually lives.
4. **Mark every invoice on the roof plan.** A pattern on a plan beats a column of totals.
5. **Write the absences into the report in plain words.** Not documented is a sentence somebody needs to read before signing.

Want the reasoning behind these requests? Read the deal stages and how the roof enters the capital plan.

Walked by _____ Date _____ Roof _____