



Capital Improvement Planning Checklist for Real Estate

Needs Assessment & Prioritization

Identify potential capital improvements and rank them based on urgency and impact.

Describe the overall condition of the property

Write something...

Identify areas requiring potential upgrades (select all that apply)

- ☐ Roof
- ☐ HVAC
- ☐ Plumbing
- ☐ Electrical
- ☐ Exterior Facade
- ☐ Interior Common Areas
- ☐ Landscaping

Estimated number of units affected by the potential improvement

Enter a number...

Current Priority Level

☐ High

☐ Medium

☐ Low

Date of Last Inspection/Assessment

Enter date...

Description of the most pressing issue

Write something...

Budgeting & Funding

Determine the necessary budget for each project and identify potential funding sources (loans, reserves, grants).

Total Project Budget

Enter a number...

Contingency Budget (Percentage of Total)

Enter a number...

Primary Funding Source

- ☐ Operating Reserve
- ☐ Loan
- ☐ Grant
- ☐ Investor Equity

Loan Amount (if applicable)

Enter a number...

Interest Rate (if applicable)

Enter a number...

Loan Origination Date (if applicable)

Enter date...

Projected Annual Savings (if applicable)

Enter a number...

Project Scope Definition

Clearly define the scope of each project, including objectives, deliverables, and timelines.

Project Description

Write something...

Estimated Square Footage Impacted

Enter a number...

Project Start Date (Estimated)

Enter date...

Project Completion Date (Estimated)

Enter date...

Estimated Project Cost

Enter a number...

Inclusions (Select all that apply)

- ☐ Materials
- ☐ Labor
- ☐ Permits
- ☐ Design Fees

Project Priority Level

- ☐ High
- ☐ Medium
- ☐ Low

Contractor Selection & Bidding

Solicit bids from qualified contractors and evaluate proposals based on cost, experience, and reputation.

Number of Bids Received

Enter a number...

Bidding Method

- ☐ Formal Bid Process
- ☐ Request for Quote (RFQ)
- ☐ Informal Quotes

Contractor Bid Documents

 Upload File

Lowest Bid Amount

Enter a number...

Contractor License Verification Status

- ☐ Verified
- ☐ Pending
- ☐ Not Verified

Contractor References - Notes & Contact Information

Write something...

Insurance Certificate Received?

- ☐ Yes
- ☐ No

Permitting & Approvals

Obtain all necessary permits and approvals from relevant authorities.

Permit Type Required

- ☐ Building Permit
- ☐ Electrical Permit
- ☐ Plumbing Permit
- ☐ Mechanical Permit
- ☐ Demolition Permit
- ☐ Other

Application Number

Write something...

Application Submission Date

Enter date...

Estimated Cost of Project (for permit fee calculation)

Enter a number...

Review Status

- ☐ Submitted
- ☐ Under Review
- ☐ Approved
- ☐ Rejected
- ☐ Pending Corrections

Reviewer Comments/Notes

Write something...

Approval/Rejection Date

Enter date...

Project Execution & Monitoring

Oversee the execution of the project, ensuring adherence to timelines, budget, and quality standards.

Scheduled Start Date

Enter date...

Scheduled Work Time

Daily Progress (Percentage)

Enter a number...

Daily Progress Notes

Write something...

Daily Photos/Documentation

 Upload File

Unforeseen Issues Encountered?

☐ Yes

☐ No

Description of Unforeseen Issues (if applicable)

Write something...

Actual Completion Date (if different from planned)

Enter date...

Post-Project Evaluation

Evaluate the success of the project, identify lessons learned, and document outcomes.

Actual Cost vs. Budgeted Cost (Variance)

Enter a number...

Project Completion Time (Actual vs. Planned)

Enter a number...

Overall Project Success

- ☐ Highly Successful
- ☐ Successful
- ☐ Moderately Successful
- ☐ Unsuccessful

Lessons Learned and Recommendations for Future Projects

Write something...

Contractor Performance

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Project Completion Date (Actual)

Enter date...