



Aurora Economic Development Commission
 43 West Galena Boulevard
 Aurora, IL 60506
 (630) 897-5500
 (630) 897-0469

A Department of the City of Aurora

*****In order to be considered for any city development assistance or consideration of planning council submission this checklist must be completed and submitted to the Aurora Economic Development Commission.**

AEDC Due Diligence Checklist

<u>Organizational Information</u>	Submitted (✓)
1) Company Profile/brochure	
2) Articles of Incorporation/bylaws	
3) Certificate of Good Standing (State of Illinois)	
4) Ownership Structure (any entity/individual with more than 20% ownership interests)	
5) Resumes/Corporate History on the principals' of the development team	
A) Owner/Developer	
B) General Contractor/Construction Manager	
C) Architect	
D) Engineering Firm	
E) Legal	
6) Financial institution contact information	
7) Copy of Purchase Agreement/Lease Agreement	
<u>Project Information</u>	
1) Description of the project (i.e. residential, commercial, retail, industrial)	
2) Unit type, number of units, square footage	
3) Development budget (hard costs v. soft costs breakdown)	
4) Sales/Leasing projections	
5) Marketing plan for the project (i.e. Target market: tenant/end user mix)	
6) Market Study (if applicable)	
7) Appraisal (if applicable)	
8) Environmental Studies (Phase I; if available)	
9) Site plan/Floor plan/Elevations	
10) City assistance request description (if applicable)	
11) Community benefit statement (i.e. local hiring of firms, number of jobs created, economic impact, etc.)	

Additional Notes: