

Legal Advisor Appointment & Due Diligence Checklist

A Society-side checklist for defining the legal advisor role before appointment.

Appointment scope

1	Verify advocate / firm profile and relevant cooperative-housing / redevelopment experience.	■
2	Define title / lease / conveyance due-diligence deliverables in writing.	■
3	Define review of PMC tender, developer tender and evaluation-process documents.	■
4	Define review / drafting responsibility for DA, PAAA, POA, bank/security documents and member schedules.	■
5	Record professional fee, stage-wise payment, taxes, exclusions and additional appearance / registration costs.	■
6	Obtain conflict-of-interest disclosure including relationships with participating PMC / developers / contractors.	■

Written outputs

1	Written title / document deficiency note.	■
2	Written legal roadmap for the applicable Society / redevelopment process.	■
3	Marked-up comments on material tender / agreement documents.	■
4	List of documents requiring stamping / registration / notarisation and responsible party.	■
5	Written note on unresolved legal risks before final developer appointment / agreement execution.	■

MODEL / CHECKLIST NOTICE: Educational workflow template only. Customise for the project and obtain current legal / professional / authority advice before relying on it.