Resolve roof discrepancies before an acquisition review

Give the acquisitions team a short list of roof claims that could change its decision and the evidence needed to settle each one.

Start with a specific statement from the seller's data room, including its date, file name and the roof section it claims to cover. Put the strongest conflicting or incomplete record beside it. Identify what would resolve that discrepancy, who can obtain it and the last date it can influence the purchase review. Keep the original claim visible when new evidence arrives. Mark any still-open assumption for the acquisition decision-maker to consider before signing off.

Example

The offering summary says both warehouse wings were reroofed in 2020. The paid invoice names only the west wing. The buyer requests an east-wing completion record or a separate condition assessment before treating the two wings as the same age.

Property / roof section _____ Date _____

01 Seller's claim, document date and roof section

02 Conflicting evidence and record needed to reconcile it

03 Person responsible, review deadline and final disposition

What changes if one building drops out of a roof award?

Request a written deferral option so the portfolio team can see what remains executable when one property is held back.

Start with the complete proposed sequence and name the one property most likely to miss its release date. Ask the contractor to describe the scope, shared resources and completion sequence for the buildings that would proceed without it. Request a separately identified return option for the held property, including any timing assumptions that would require a fresh quote. The approval team can then compare a complete award with a documented partial release using the same underlying scope.

Example

Three roofs share a lifting arrangement. A tenant approval may delay Building B. The owner requests one option to complete A and C together and another for returning to B, with each lift allowance shown only in the option where it would be used.

Property / roof section _____ Date _____

01 Held property and decision that could delay its release

02 Scope, sequence and shared costs for the buildings proceeding

03 Return option, validity assumptions and release deadline

Match a portfolio roof award to the right purchase orders

Give accounting and field teams a common reference when one roof award covers buildings owned or billed separately.

List each building's field address, internal asset ID and purchasing entity exactly as they appear in your accounting system. Ask bidders to break out the award using those same IDs. For shared charges, record the agreed allocation once and check that the building subtotals reconcile with the award. Name who can approve a reassignment if the scope moves to another building. Give the contractor the approved purchase-order reference for each location before invoicing starts.

Example

A proposal lists "Plant 1" and "Plant 2," both on the same road. Accounting uses different owner entities and one receiving address. The manager cross-references the proposal lines to the two purchase orders and splits a shared lift charge once using the agreed amounts.

Property / roof section _____ Date _____

01 Building address, asset ID and purchasing entity

02 Award line and purchase-order reference per asset

03 Shared charge allocation, total reconciliation and approver