



Instructions for the completion of the Key Site Manager questionnaire:

The following explains who needs to complete the questionnaire for each transaction.

Refinances/Purchases: The questionnaire must be completed by someone who is familiar with the daily operations of the property. The questionnaire may be completed by the Current Landowner Representative, Property Manager, and/or Maintenance Supervisor.

New Construction: If the property consists of undeveloped land with no man-made structures, then the Key Site Manager Questionnaire is not required.

Vacant Structures/Conversions: If the property consists of a vacant structure and there is no Key Site Manager for the property, then the Key Site Manager Questionnaire is not required.

Please provide the following documentation to D3G, if available:

- * Previous Phase I Environmental Site Assessment reports
- * Asbestos or Lead-Based Paint reports
- * Environmental compliance audit reports
- * Environmental permits
- * Registrations for USTs and/or ASTs

Please attach additional explanation for questions answered “YES” on the following page.

KEY SITE MANAGER QUESTIONNAIRE

SUBJECT PROPERTY NAME:			
SUBJECT PROPERTY ADDRESS:			
QUESTION	YES	NO	UNK
1. Did a search of recorded land title records (or judicial records where appropriate) identify any environmental liens filed or recorded against the property under federal, tribal, state or local law?			
2. Did a search of recorded land title records (or judicial records where appropriate) identify any Activity and Use Limitations (AULs), such as engineering controls, land use restrictions or institutional controls that are in place at the property and/or have been filed or recorded against the property under federal, tribal, state or local law?			
3. Are you aware of any notices from any governmental entity regarding any possible violation of environmental laws or possible liability relating to hazardous substances or petroleum products?			
4. Are you aware of any pending, threatened, or past litigation and/or administrative proceedings relevant to hazardous substances or petroleum products, in, on or from the subject property?			
5. Do you have any specialized knowledge or experience related to the property or nearby properties? For example, are you involved in the same line of business as the current or former occupants of the property or adjoining property so that you would have specialized knowledge of the chemicals and processes used by this type of business?			
6. Do you know the past uses of the property?			
7. Do you know specific chemicals that are present or once were present at the property?			
8. Do you know of spills or other chemical releases that have taken place at the property?			
9. Do you know of environmental cleanups that have taken place at the property?			
10. Based on your knowledge and experience related to the property, are there any obvious indicators that point to the presence or likely presence of releases at the property?			
11. Is the property or has the property been used as a gasoline station, motor repair facility, commercial printing, dry cleaners, photo developing, landfill, industrial use, waste treatment or disposal facility?			
12. Are you aware of fill dirt that has been brought onto the subject property that originated from a contaminated site or that is of an unknown origin?			
13. Are there currently, or to the best of your knowledge have there been previously, any registered or unregistered storage tanks (above or underground) located on the subject property?			
14. Are there existing or proposed stationary tanks containing explosive or fire-prone materials of 100 gallons or larger on the site or nearby the site?			
15. Are there monitoring wells at the subject property?			
16. Is the subject property served by a private well and or a private septic system?			
Please return to D3G: fax 804-358-3003 or mail to 4121 Cox Road, Suite 200, Glen Allen, VA 23060			
PRINT NAME	SIGNATURE	DATE	
TITLE	YEARS WITH PROPERTY		

