

Construction Soft Cost Checklist

Description of Extra Cost	Estimated Cost (\$)	Insurance Coverage?		Comments
		Yes	No	
Abatement cost				
Accounting fees				
Additional cost of construction materials and labor				
Advertising, promotional, sales, and marketing expenses				
Appraisals				
Architect, engineering, and consultants fees				
Assessments				
Building inspection fees				
Commissions/fees for renegotiation of leases				
Construction loan fees				
Construction management fees				
Debt service payments				
Development fees and other costs				
Equipment rental				
Expediting expenses				
Expenses to prepare a proof of loss				
Extended general conditions				
Extra printing, copying, and mailing costs				
Extra travel and lodging costs for employees				
Feasibility/plan studies				
Fees for letters of credit and remarketing of bonds				

Financing/refinancing costs				
Founders fee refunds				
Furniture, fixtures, and equipment storage fee				
General overhead expenses (developer)				
Historic tax credits				
Insurance costs				
Interest expense for loans/bonds				
Interest points				
Leasing expenses (including renegotiation)				
Letters of credit				
Legal fees				
License fees				
Loan origination commitment/closing costs				
Loss of tax credits				
Office expenses				
Permit fees				
Preopening expenses (new hires, training, etc.)				
Real estate/property taxes				
Site inspection services				
Site safety and protection expenses				
Slotting charges				
Surety bond premiums				
Surveys				
Tenant bonuses/allowances				
Testing/inspection fees				
Utility hook up expenses (sewer, water, etc.)				
Utility survey fees				