

## CONDOMINIUM Quick CHECKLIST

Please provide your Agent with the following documents:

1. Rules and Regulations \_\_\_\_\_
2. Declaration and By-Law \_\_\_\_\_
3. HOA Meeting Minutes \_\_\_\_\_
4. Current Budget and Financial Report. \_\_\_\_\_

Monthly Assessments \_\_\_\_\_

Include \_\_\_\_\_

Amount of Reserves \_\_\_\_\_

Percentage of Owner Occupancy \_\_\_\_\_

Are rentals permitted or is there a rental cap \_\_\_\_\_

Any Pending Litigation \_\_\_\_\_ if Yes, please provide information

Any anticipated Capital Expenditures for repairs/improvements \_\_\_\_\_

Management Company contact information

Name of company \_\_\_\_\_

Property Manager \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

