

CONDOMINIUM/P.U.D. CHECKLIST

NAME OF DEVELOPMENT _____ DATE _____
LOCATION _____
HOW MANY PHASES ARE THERE _____ HOW MANY MORE ARE PLANNED _____ WHEN _____
MANAGEMENT COMPANY NAME _____
NAME OF ASSOCIATION _____ PRESIDENT _____
ADDRESS _____ PHONE _____
WHEN DOES BOARD MEET _____
MASTER POLICY INSURANCE COMPANY _____
ADDRESS _____ AGENT _____
CITY/STATE _____ PHONE _____
NAME OF UTILITY COMPANIES SERVING THE DEVELOPMENT _____
GAS _____ ELECTRIC _____
PHONE _____ WATER _____
WHAT DOES MAINTENANCE FEE COVER _____ ARE YOUR FEES CURRENT _____
EXTERIOR MAINTENANCE HEAT INDOOR POOL
COMMON AREA MAINTENANCE ELECTRIC OUTDOOR POOL
LANDSCAPING SEWER TENNIS COURT
SNOW REMOVAL WATER CABLE TV
RUBBISH INSURANCE RECREATION
ON-SITE SUPERINTENDENT STORAGE OTHER
ANY PLANNED INCREASE _____ DATE OF LAST INCREASE _____
IS ANYTHING LEASED BY THE ASSOCIATION _____
IS ANYTHING LEASED FROM THE ASSOCIATION _____
ARE THERE ANY RESTRICTIONS TO: OPEN HOUSES SIGNS PETS LEASING AWNINGS
INVESTORS PARKING ANTENNAE COMMON AREA FACILITIES RECREATION
SPECIFY _____
IS THE DEVELOPMENT APPROVED? VA _____ FHA _____ FANNIE MAE _____
HOW CAN A COPY OF THE DOCUMENTS BE OBTAINED _____ CHARGE _____
HOW CAN A COPY OF THE BUDGET BE OBTAINED _____ CHARGE _____
HOW CAN A COPY OF THE MOST RECENT FINANCIAL STATEMENT BE OBTAINED _____ CHARGE _____
IS THERE A RIGHT OF FIRST REFUSAL _____ PERCENTAGE OF OWNERSHIP _____
ARE THERE ANY SPECIAL ASSESSMENTS _____ SPECIFY _____
ARE THERE ANY PROPOSED OR CURRENT PRIVATE ASSESSMENTS? _____ PLEASE DESCRIBE _____
ARE THERE ANY PENDING LAWSUITS _____
WHO ARE THE MORTGAGE HOLDERS _____
ARE THE STREETS DEDICATED IN DEVELOPMENT _____
IS THERE ANY PROMOTIONAL MATERIAL AVAILABLE _____
IS THERE ANY SPECIAL FINANCING _____
PROCEDURES FOR SHOWING UNIT _____
NUMBER OF KEYS TO BE PROVIDED BY SELLER _____ MAIN BUILDING _____ ACTUAL UNIT _____ MAIL BOX _____
GARAGE DOOR _____ ELEVATOR _____ STORAGE _____ OTHER _____
ANY OTHER INFORMATION THAT WOULD BE OF VALUE IN THE SALE _____
THE INFORMATION ABOVE IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I AGREE TO SUPPLEMENT THIS FORM
IF THE INFORMATION CHANGES BETWEEN TODAY AND THE SALE OF MY PROPERTY.

SELLER _____ DATE _____ SELLER _____ DATE _____ BUYER _____ DATE _____ BUYER _____ DATE _____