

# 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	<input type="checkbox"/>	HEAT	<input type="checkbox"/>	INDOOR POOL	<input type="checkbox"/>
COMMON AREA MAINTENANCE	<input type="checkbox"/>	ELECTRIC	<input type="checkbox"/>	OUTDOOR POOL	<input type="checkbox"/>
LANDSCAPING	<input type="checkbox"/>	SEWER	<input type="checkbox"/>	TENNIS COURT	<input type="checkbox"/>
SNOW REMOVAL	<input type="checkbox"/>	WATER	<input type="checkbox"/>	CABLE TV	<input type="checkbox"/>
RUBBISH	<input type="checkbox"/>	INSURANCE	<input type="checkbox"/>	RECREATION	<input type="checkbox"/>
ON-SITE SUPERINTENDENT	<input type="checkbox"/>	STORAGE	<input type="checkbox"/>	OTHER	<input type="checkbox"/>

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 \_\_\_\_\_