



The Condo Resale Checklist

DOCUMENTS AND CERTIFICATIONS

- ☐ The declaration (including all exhibits)
 - ☐ Unit square footage for assessments
 - ☐ Limited common elements for unit
- ☐ The articles of incorporation (or documents creating the association)
 - ☐ Board of Directors run
 - ☐ Management run
 - ☐ Number of years management company in place
 - ☐ Years left in management run
 - ☐ Compensation for management company
 - ☐ Responsibilities of management company
- ☐ The bylaws
- ☐ Rules and regulations
 - ☐ Animals allowed
 - ☐ Number of animals, size, type
 - ☐ Leasing permitted
 - ☐ Short-term rental permitted
 - ☐ Guest policies
 - ☐ Parking open
 - ☐ Parking designated (_____ number of spots for unit)
 - ☐ If designated, _____ open for guests
- ☐ Current common expense assessments
- ☐ Current balance in condo association's operation bank account
- ☐ Current balance in reserve(s) bank account(s)
- ☐ Capital expenditures approved by the association for the current and next 2 years
- ☐ Reserves for capital expenditures



The Condo Resale Checklist

- ☐ Special project(s) approved by the association and/or the Board
 - ☐ Minutes of meeting(s) authorizing special project(s)
- ☐ Current balance sheet and income & expenses
 - ☐ Accounts receivable on monthly assessments (with aging)
 - ☐ Accounts receivable on special assessments (with aging)
- ☐ Current condo association's operating budget
- ☐ Insurance coverage provided by the condo association
 - ☐ Full replacement for buildings and infrastructure
 - ☐ Less than full replacement for buildings and infrastructure
 - ☐ Insurance paid from monthly assessments
 - ☐ Insurance paid from special assessments
 - ☐ Copies of the each policie's cover sheet
 - ☐ Wind and hail
 - ☐ Hazard
 - ☐ Flood
- ☐ HO6 policy in place with current owner
 - ☐ Cost of HO6 current policy
- ☐ Lender approved for conventional (30-year) lending
- ☐ Current property tax amount for unit

Title Stream is here to support you every step of the way. If you have questions or need help navigating a tricky situation, don't hesitate to reach out. We're just a call or email away!