**Association Common Area Component Checklist**

**Association Information:**

**Community Name:**

**Property Address:**

**Checklist Completed by: Phone:**

**Component Details:**

1. **Shingle Roofing – Renewal**  Not Applicable □
	* Material type:
	* Will roof be layered? Removed/replaced?
	* Total shingle roof area:
	* Useful life of component:
	* Estimated cost: $
2. **Gutters & Downspouts – Replace**  Not Applicable □
	* Gutter type:
	* Total gutter length: Total downspout length:
	* Useful life of component:
	* Estimated cost: $
3. **Membrane Roofing - Renewal**  Not Applicable □
	* Material type:
	* Will roof be layered? Removed/replaced?
	* Total membrane roof area:
	* Useful life of component:
	* Estimated cost: $
4. **Exterior Siding (1) – Renewal** Not Applicable □
	* Material type:
	* Estimated total area:
	* Percent to be replaced: % Percent to be repaired: %
	* Useful life of component:
	* Estimated cost: $
5. **Exterior Siding (2) – Renewal** Not Applicable □

(Complete for each type of exterior siding)

* + Material type:
	+ Estimated total area:
	+ Percent to be replaced: % Percent to be repaired: %
	+ Useful life of component:
	+ Estimated cost: $
1. **Exterior Siding (3) – Renewal** Not Applicable □
	* Material type:
	* Estimated total area:
	* Percent to be replaced: % Percent to be repaired: %
	* Useful life of component:
	* Estimated cost: $
2. **Exterior Trim – Renewal** Not Applicable □
	* Material type:
	* Estimated total area:
	* Percent to be replaced: % Percent to be repaired: %
	* Useful life of component:
	* Estimated cost: $
3. **Exterior Siding – Paint/Stain/Seal** Not Applicable □
	* Material type:
	* Estimated total area:
	* Percent to be painted: % Percent to be stained: %

Percent to be sealed: %

* + Useful life of component:
	+ Estimated cost: $
1. **Exterior Masonry & Brickwork - Renewal** Not Applicable □
	* Material type:
	* Estimated total area:
	* Percent to be replaced: % Percent to be repaired: %
	* Useful life of component:
	* Estimated cost: $
2. **Exterior Masonry & Brickwork – Group & Seal** Not Applicable □
	* Material type:
	* Estimated total area:
	* Sealant type:
	* Useful life of component:
	* Estimated cost:
3. **Common Area Balconies & Decks – Renewal** Not Applicable □
	* Material type: Concrete: Wood: Other: (Type?)
	* Total area concrete: Total area wood: Total area other:
	* Are any of these surfaces waterproofed?
	* Percent repaired: Concrete: % Wood: % Other: %
	* Percent replaced: Concrete: % Wood: % Other: %
	* Useful life of component:
	* Estimated cost: $
4. **Common Area Balconies & Decks - Maintenance** Not Applicable □
	* Material type: Concrete: Wood: Other: (Type?)
	* Total area concrete: Total area wood: Total area other:
	* Are any of these surfaces waterproofed?
	* Percent replaced: Concrete: % Wood: % Other: %
	* Percent repaired: Concrete: % Wood: % Other: %
	* Useful life of component:
	* Estimated cost: $
5. **Common Area Stairs - Renewal** Not Applicable □
	* Material type:
	* Number of staircases: One story: Two stories: Three stories:
	* Repair or replacement anticipated?
	* Useful life of component:
	* Estimated cost: $
6. **Common Area Stairs - Maintenance** Not Applicable □
	* Material type:
	* Number of staircases: One story: Two stories: Three stories:
	* Describe anticipate maintenance:
	* Useful life of component:
	* Estimated cost: $
7. **Handrails & Guardrails – Renewal** Not Applicable □
	* Material type: Wood: Metal: Other: (Type?)
	* Total length: Wood: Metal: Other: (Type?)
	* Percent to be replaced: % Percent to be repaired: %
	* Useful life of component:
	* Estimated cost: $
8. **Handrails & Guardrails – Painting % Sealing** Not Applicable □
	* Material type: Wood: Metal: Other: (Type?)
	* Total length: Wood: Metal: Other: (Type?)
	* Percent to be replaced: % Percent to be repaired: %
	* Useful life of component:
	* Estimated cost: $
9. **Asphalt Paving – Driveways & Parking – Renewal** Not Applicable □
	* Total area subject to vehicular traffic:
	* Total parking area:
	* Total non-parking areas:
	* Useful life of component:
	* Estimated cost: $
10. **Asphalt Paving – Driveways & Parking - Maintenance** Not Applicable □
	* Total area subject to vehicular traffic:
	* Year it was last seal-coated:
	* Year it was last skim-coated:
	* Useful life of component:
	* Estimated cost: Seal-cost: Skim-cost:
11. **Asphalt Paving – Renewal (surfaces not subject to vehicular traffic)** Not Applicable □
	* Total area:
	* Are these areas accessible by maintenance equipment? Yes No
	* Year it was last seal-coated:
	* Useful life of component:
	* Estimated cost: $
12. **Concrete Paving - Renewal** Not Applicable □
	* Total area:
	* Total driving areas:
	* Non-driving areas:
	* Useful life of component:
	* Estimated cost: $
13. **Concrete Curbing & Wheel-Stops - Renewal** Not Applicable □
	* Total length of continuous curb:
	* Total number of wheel-stops:
	* Useful life of component:
	* Estimated cost: $
14. **Common Area Walkways – Renewal** Not Applicable □
	* Material type: Concrete: Wood: Other: (Type?)
	* Total area concrete: Total area wood: Total area other:
	* Are any of these surfaces waterproofed?
	* Percent replaced: Concrete: % Wood: % Other: %
	* Percent repaired: Concrete: % Wood: % Other: %
	* Useful life of component:
	* Estimated cost: $
15. **Common Area Lighting – Renewal** Not Applicable □
	* Total number of exterior fixtures:
	* Number attached to building: (Do not include unit entry lights)
	* Number of unattached or freestanding fixtures:
	* Fixture type(s): Attached:

Unattached:

* + Number of unit entry lights: (If HOA maintained)
	+ Useful life of component:
	+ Estimated cost: $
1. **Lawn Irrigation System - Renewal** Not Applicable □
	* Installed cost of new system:
	* Estimated replacement cost:
	* Useful life of component:
	* Estimated cost: $
2. **Elevators – Renewal/Upgrade** Not Applicable □
	* Number of elevators:
	* Number of floors served by each elevator:
	* Elevator maintenance company:
	* Useful life of component:
	* Estimated cost: $
3. **Pool & Spa - Renewal** Not Applicable □
	* Material type: Pool: Spa:
	* Pool dimensions:
	* Concrete deck area: Wood deck area:
	* Useful life of component:
	* Estimated cost: $
4. **Pool & Spa Equipment - Renewal** Not Applicable □
	* Pool equipment cost & useful life:

Heater cost: Lifespan:

Pump cost: Lifespan:

Filter cost: Lifespan:

Spa pump cost: Lifespan:

* + Other components:
	+ Useful life of component(s):
	+ Estimated cost: $
1. **Clubhouse/Recreation Facilities - Renewal** Not Applicable □

(Does not include building components such as siding, roofing, windows, doors)

* + Type of facilities:
	+ Floor area: Flooring type:
	+ Amenities description:
	+ Furniture description:
	+ Useful life of component(s):
	+ Estimated cost to replace amenities and building contents: $
1. **Clubhouse/Recreation Facilities - Renewal** Not Applicable □

(Interior and exterior building components only)

* + Building description:
	+ Exterior siding area: Material type:
	+ Roofing area: Material type:
	+ Interior wall area: Material type:
	+ Ceiling area: Material type:
	+ Useful life of component(s):
	+ Cost/useful life of components:

Roofing: Lifespan:

Exterior siding: Lifespan:

Paint & decoration: Lifespan:

* + Other components:
1. **Other Common Area Components – Renewal**  Not Applicable □

(Describe any other common area components that are not listed on this checklist, please provide as much detail as possible)

* +
	+
	+
	+

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