**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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