**Association Transition Procedures Memo**

**DATE:**

**TO:** Management

**CC:** Homeowners Association, Board of Directors

**FROM:** *(Management Company Name)* has been contracted to perform management services for \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Homeowners Association beginning .

In preparation for a seamless transition for Homeowners Association, we request the following items be made available in the periods referenced.

**30 Days Prior to Management Transition (by XX/XX/20XX)**

**Financial:** Budget for current year (or future year if current date is in the fourth quarter of the fiscal year); $XXX.XX to open operation and capital accounts; Preliminary direct deposit report, list of unit addresses, unit numbers, and their current assessments

**Management:** Recorded governing documents (see itemized list attached); tax I.D. number; last annual meeting minutes and board meeting minutes for past 90 days, current contracts for maintenance; current contracts (others)

**Operational:** Builder and developer contact information; vendor list; board and owner roster

**At Transition of Management (XX/XX/20XX)**

**Financial:** Most recent financial statements, general ledger and payments ledger (for each homeowner); accounts payable and accounts receivable; historical financial, general ledger and budget statements; investment information; tax returns; liens and judgments; payment plans; updated direct deposit report

**Management:** Reserve study; correspondence (pending issues); resolutions; rules and regulations; litigation files and records; maintenance records (pending)

**Operational:** Committee member roster; updated board and owner roster; utility agreements; insurance policies

**Within 60 Days after Management Transition (XX/XX/20XX)**

**Financial:** Balance of operation funds, final financial statement

**Management:** Correspondence (historical); maintenance records (historical); meeting minutes (historical)

**Operational:** As builts; occupancy permits; elevator permits

After your review of this request, please contact the new Managing Agent, \_\_\_\_\_\_\_\_\_\_ at (\_\_\_) \_\_\_-\_\_\_\_, if you foresee any difficulties in meeting the above deadlines. It is our intention to ensure the smoothest transition possible for the homeowners, the board of directors, and both management companies.

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