**PROPERTY TRANSITION REQUIREMENTS CHECKLIST - HOA**

{*Date*}

## **MANAGEMENT AGREEMENT**

\_\_\_ Obtain Signed Agreement

 \_\_\_ Notify Insurance Agent - Additional insured endorsement

 **NOTICE TO OWNERS**

**\_\_\_** Notification to Owners

## **FINANCIAL**

\_\_\_ Associations Bank Accounts

\_\_\_Operating

\_\_\_ Reserves

\_\_\_ FDIC Limits

**\_\_\_** Petty Cash Acknowledgement

**\_\_\_** Obtain State and Federal Tax I.Ds.

\_\_\_ Obtain Current Month’s Financial

\_\_\_ Set-up new operating account – U.S. Bank

\_\_\_ Review Budget

\_\_\_ Review Reserve Study

\_\_\_ Mailing addresses for owner

\_\_\_ Review Current Month’s Financials

\_\_\_ Review Owner Assessment Calculations

\_\_\_ Determine if there are Special Assessments

\_\_\_ ACH

\_\_\_ Review Delinquencies & Delinquency Policy

\_\_\_ Review Collection Procedures

\_\_\_ Accounting Cash or Accrual

\_\_\_ Accounts Payable Procedures

\_\_\_ Purchase Order Procedures

\_\_\_ Open Lines of Credit change Signers

\_\_\_ Credit Card Accounts

\_\_\_ Obtain month end financial

\_\_\_ Trial Balance

\_\_\_ Signature cards are signed

\_\_\_ Verify Bank Acct is established

\_\_\_ Receivable List

\_\_\_ Payables

\_\_\_ 1099 Information

## **ARCHITECTURAL PROCEDURES**

**\_\_\_** Review Policy

\_\_\_ Review Forms

# **SAFETY & SECURITY**

\_\_\_ Name and address of Answering Service

\_\_\_On-call how handled

\_\_\_ Key Control System

\_\_\_ Review Emergency Procedures (evacuation, fire, etc).

\_\_\_ Building Plans – As Built

\_\_\_ Floor plans

\_\_\_ Site Map

\_\_\_ Emergency Contacts, Fire, Police, etc.

# **MAINTENANCE**

\_\_\_ Meters and Locations

\_\_\_ Service Request Forms

\_\_\_ Maintenance Service Procedures

\_\_\_ Maintenance Logs

# **SALES**

\_\_\_ Disclosure List

\_\_\_ Who is Handling Disclosures

\_\_\_ CondoCerts

\_\_\_ Forms Used

\_\_\_ List of Disclosures

## **ADMINISTRATION**

**\_\_\_** Calendar of Events

\_\_\_ Homeowner Listing

\_\_\_ Tenant Listing

\_\_\_ Insurance Policy

\_\_\_ Pertinent Info (Policy agent, address, tel, policy numbers, etc.

\_\_\_ Review Outstanding claims

\_\_\_ Disclosure Package

\_\_\_ Verify Policies & Procedures & Gov Docs.

\_\_\_ Obtain Vendor List (including elec., gas, electricity, refuse etc)

\_\_\_ Welcome Letter

\_\_\_ Resident Information Packages

#  **BOARD MEETINGS & OTHER BOARD MATTERS**

\_\_\_ Review Board Package Procedures

\_\_\_ Action Items List

\_\_\_ Follow Up Letter

\_\_\_ Board Meeting Dates

\_\_\_ Board Member Listing & Titles

\_\_\_ Minutes of Meetings

\_\_\_ Attendance at Board Meetings

\_\_\_ Annual Meeting Dates

\_\_\_ Pending Board Actions

\_\_\_ Pending Management Actions

\_\_\_ Active Committees Names & Members

# **TELEPHONE, CELL PHONES, PAGERS**

\_\_\_ Telephone Numbers

\_\_\_ 24 hour Emergency Number

\_\_\_ Review On Call Procedures

\_\_\_ Answering Service

# **OTHER**

\_\_\_ Handicap Accessibility

\_\_\_ Parking

\_\_\_ Review Pending Legal Matters

# **CONTRACTS**

\_\_\_ Obtain List of Approved Vendors

\_\_\_ Copies of Vendor Insurance Certificates

\_\_\_ Copies of Contracts

# **SITE INSPECTION**

\_\_\_ Conduct FULL site Inspection

\_\_\_ Building Exteriors

\_\_\_ Parking Areas

## **OTHER**

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