**Sample Transition Checklist**

**ASSOCIATION TRANSITION**

The following documents and information are requested for transition to ABC Management.

Please indicate each item furnished.

*Please issue an initial check in the amount of $XXX.XX made payable to:* **Your Association. This will be used to open a new operating checking account.**

ASSOCIATION DOCUMENTS

* Declaration and Bylaws
* Plat, Site Map(s) (Common/Limited Common Areas, Parking Assignments, etc.)
* Building Plans, As-Built Plans, Occupancy permit, etc.
* Articles of Incorporation
* House Rules and Regulations and Board Resolutions
* Late Charge Policy
* Move In/Out of Change of Occupancy Fee Policy
* Date of Transition from Declarant/Developer:
* Fine/Free Schedule & Policy (Move-In Fee, Late Charge, etc.)
* Minutes of Meetings (Homeowners’ and Board Meetings)
* Resale Certificate Files
* Eligible Mortgages Folder/List
* Current Contracts (Landscaping, Janitorial, Fire/Life Safety, Pest Control, etc.)
* Employee Records
* Equipment Inventory List Owned by Association
* Insurance Information (Company, agent, Copy of Declaration Page, Including Endorsements)
* Site Plan of Master Shut-off(s) (Water, Sprinkler, Gas, etc.)
* Any and All Other Association Records and Files in Your Custody

UNIT INFORMATION

* Ownership Roster Including Unit Number, Owner and Occupancy/Tenant Information, Mailing Address, Phone Numbers, etc.
* List of Assigned Parking and Applicable Use Fees
* List of Assigned Storage Lockers and Applicable Use Fees
* Report of Monthly Unit Assessments – Regular and Special
* Percentage of Ownership for Each Unit
* Unit Account Ledgers – Balance, Including History of Credits and Charges
* Unit Files – Rule Violations, Communications, etc.

ACCOUNTING AND FINANCIAL INFORMATION

* Federal Tax ID Number:
* Corporate Name:
* Financial Statements/Reports for Previous Year(s)
* Copy of Most Recent Audit and Annual Financial Report of Prior Fiscal/Calendar Year
* Tax Return(s)
* Federal Tax Deposit Payment Coupons
* Current Budget
* Balance(s) and Information Concerning Any Special Assessments – Current or within Previous Year
* Replacement Reserve Analysis Report
* Replacement Fund Bank Statements, Signature Card Information, Certificate of Deposit Information
* Operating Account Statement(s), Checkbooks, Signature Card Information
* Assessor’s Personal and Real Property Tax Affidavits
* Payroll Information and Records, Including Name, Address, Phone Numbers, Social Security No., W-4, I-9, Rate of Payment Information, Job Description
* Final Income and Expense Reports for Prior Fiscal Year

GENERAL RECORDS AND VENDOR ACCOUNT INFORMATION

* Originals or Copies of All Association Records and Files, Including All Current Contracts, Current Correspondence, and Other Current Activity
* Legal File, Including Any Current or Recent Past Litigation Issue(s)
* Complete Information for All Utilities, Maintenance Vendors, and Contract Vendors, Including Contact Name(s), Phone Number(s), Addresses, etc.
* File of All Insurance Claims in the Past Three Years, Including Disposition (Pending, Type, and Amount of Claim(s)
* Keys to Building, Common Areas, and Facilities

Include any additional and pertinent information that will help in this transition and specify any *matters needing immediate attention.*

Please facilitate the closing of the Operating Checking Account(s). Please forward a check made payable to the Association c/o this office to close the Operating Checking Account.

*Please contact this office when these items are ready for pickup.*

THANK YOU FOR YOUR HELP IN THIS TRANSITION.

Sincerely,

ABC Management

**DISCLAIMER:** These sample forms and agreements are not endorsed by BRP Education™. They are presented for informational purposes only and should not be relied upon for accuracy, completeness or consistency with applicable law. The user is advised to check all applicable state and federal law before using these forms, agreements, or parts thereof. Because certain forms have legal implications (e.g., management agreements, rental applications), it is recommended that downloaded versions of such forms should be reviewed with legal counsel prior to their use and that any modifications made by the user should also be reviewed by legal counsel.