

COMMON INTEREST COMMUNITY CHECKLIST FOR BROKERAGE FIRM

NOTE: Any recipient of this form is advised to independently verify information listed below.

Property Address: _____ Date: _____

Item	Yes	No	Don't Know	Amount	Comments
1. Are there any unpaid expenses or assessments on the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Are there any unpaid special assessments on the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Are there any unpaid liens on the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. Are any special assessments being contemplated on the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5. Are any increases being contemplated to the periodic fee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6. Is there a monthly association fee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7. Is there a quarterly association fee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8. Is there a semi-annual association fee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9. Is there an annual association fee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10. Is the property subject to more than one association fee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11. Must a buyer prepay monthly association dues at time of closing? If so, how many months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12. Is a working capital reserve deposit required from the buyer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13. Is a transfer fee imposed by the association upon sale of the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14. Is a fee imposed by the association for providing a status letter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
15. Is there a charge for common area access devices? (pool keys, common hallway keys, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
16. Are any other fees imposed by the association upon sale of the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
17. Are there any violations of covenants that the seller has been advised of?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
18. Are there any existing or pending law suits against the association and/or the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
19. Is the association still under the control of the developer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
20. Is there any damage to this property, any common areas, any adjacent properties, or violations of the covenants or rules and regulations that could cause a lien against the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
21. Is the sale of this property subject to a right of first refusal by the association or a member?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
22. Does this property include the use of?					
Deeded		Exclusive use			
Storage unit(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Parking space(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Carport(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Garage(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
23. The regular association dues includes the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Insurance premiums	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
a. Structure(s)					
b. Common area liability					
Common area/element repair, maintenance or replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Trash collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hot water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Snow removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Indoor swimming pool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Outdoor swimming pool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hot tub	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tennis court(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Club house	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Perimeter fencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cable/satellite TV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Gas service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Electric service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Road maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Common area utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exterior maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Explain any "Yes" answers to the above questions:

Association Name: _____
 Association Address: _____
 Association Phone: _____ Association President: _____
 Association e-mail address: _____
 Association website: _____
 Association Management Company: _____
 Management Company Address: _____
 Management Company Phone: _____ Fax: _____
 Management Company e-mail address: _____
 Management Company Website: _____

Is there a Sub-Association? If so, the above information for the Sub-Association: _____