

## COMMON INTEREST COMMUNITY CHECKLIST FOR BROKERAGE FIRM

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

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

	Item	Yes	No	Do Not Know	Amount	Comments
1	Are there any unpaid expenses or assessments on the property?					
2	Are there any unpaid special assessments on the property?					
3	Are there any unpaid liens on the property?					
4	Are any special assessments being contemplated on the property?					
5	Are any increases being contemplated to the periodic fee?					
6	Is there a monthly association fee?					
7	Is there a quarterly association fee?					
8	Is there a semi-annual association fee?					
9	Is there an annual association fee?					
10	Is the property subject to more than one association fee?					
11	Must a buyer prepay monthly association dues at time of closing? If so, how many months?					
12	Is a working capital reserve deposit required from the buyer?					
13	Is a transfer fee imposed by the association upon sale of the property?					
14	Is a fee imposed by the association for providing a status letter?					
15	Is there a charge for common area access devices? (pool keys, common hallway keys, etc.)					
16	Are any other fees imposed by the association upon sale of the property?					
17	Are there any violations of covenants that the seller has been advised of?					
18	Are there any existing or pending law suits against the association and/or the property?					
19	Is the association still under the control of the developer?					
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?					
21	Is the sale of this property subject to a right of first refusal by the association or a member?					



	Item	Yes	No	Do Not Know	Amount	Comments
22	Does this property include the use of? Deeded      Exclusive use Storage unit(s) <input type="checkbox"/> <input type="checkbox"/> Parking space(s) <input type="checkbox"/> <input type="checkbox"/> Carport(s) <input type="checkbox"/> <input type="checkbox"/> Garage(s) <input type="checkbox"/> <input type="checkbox"/>					
23	The regular association dues includes the following:					
	Management					
	Insurance premiums					
	a. Structure(s)					
	b. Common area liability					
	Common area/element repair, maintenance or replacement					
	Trash collection					
	Water					
	Sewer					
	Heat					
	Hot water					
	Snow removal					
	Roof					
	Indoor swimming pool					
	Outdoor swimming pool					
	Hot tub					
	Tennis court(s)					
	Club house					
	Perimeter fencing					
	Cable/satellite TV					
	Gas service					
	Electric service					
	Road maintenance					
	Common area utilities					
	Exterior maintenance					
	Other _____					
	_____					

Explain any "Yes" answers to the above questions:

Association Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Association President \_\_\_\_\_  
 Association e-mail address: \_\_\_\_\_  
 Website: \_\_\_\_\_  
 Association Management Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_  
 Website: \_\_\_\_\_

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

