

## CONDOMINIUM PURCHASE CHECKLIST

### **I. General Issues**

- A.** Percentage ownership in common elements
- B.** Documents
  - 1.** Examination of declaration, bylaws, plat, and rules and regulations
    - a.** Review of common elements and limited common elements (responsibility for costs associated with limited common elements)
    - b.** Parking areas (deeded or limited common element, location of space)
    - c.** Balconies and storage areas (location of storage area, responsibility for costs)
    - d.** Pet restrictions
    - e.** Leasing restrictions (exceptions to restrictions)
    - f.** Master association documents/joint operating or reciprocal easement agreement
  - 2.** Examination of §22 disclosure information (budget, floor plan)
  - 3.** Examination of §22.1 disclosure information
    - a.** Statement of liens (negotiation of cost sharing, if applicable)
    - b.** Statement of capital expenditures
    - c.** Statement of reserve for replacement fund and any earmarked portion (sufficient to cover capital expenditures?) (obtain useful life study, if possible)
    - d.** Statement of financial condition of association (review in conjunction with other materials)
    - e.** Statement of status of any pending suits or judgments (risk of special assessment?)
    - f.** Statement regarding insurance coverage
    - g.** Statement regarding improvements or alterations to unit (in compliance with declaration?)

h. Information regarding the principal officer or designated agent

4. Examination of §18.5(g) disclosure information

**II. Contract Issues**

A. Generally — new construction, conversion, and resale

1. Punchlist/Inspection (condition of property acceptable?)
2. Escrows (all work completed?)
3. Real estate tax reparation (confirm assessment on improved land is considered)
4. Assessments (confirm amount)
5. Risk of loss
6. Residential real property disclosure report (any defects?)

B. New construction and conversion

1. Plans and specifications (provision regarding material changes to plans included in contract?)
2. Completion date (firm completion date included in contract?)
3. Warranties (express warranty for at least one year?)
4. Developer's ability to amend declaration prior to recording (provision that prevents amendments that adversely affect purchaser?)

**III. Closing Issues**

- A. Waiver of right of first refusal letter
- B. Paid assessment letter (including water account number, if applicable)
- C. Certificate of insurance
- D. Closing statement (proration of taxes and assessments)
- E. Title insurance/Endorsements
- F. Move-in issues (keys, garage door openers, notification to management office, etc.)