

Condominium Check List

For Conversion Projects

- All Condominium Legal Documents
- Recorded Plat Map indicating Legal Description
- Recorded Covenants, Conditions and Restrictions (CC&R's)
- Signed and Adopted Bylaws
- Articles of Incorporation filed with the State
- Recorded Condominium Site Plans
- Plan or Evidence of Transfer of Control
- Proposed or Actual Budget
- Management Agreement, if applicable
- Builder's Certification of Plans, Specifications and Site (Form HUD-92541)
- FEMA Flood Map
- Estimated Construction Completion Date
- Letter from Association Management on Outstanding or Pending Litigation Analysis
- Letter from Association Management on Pending Special Assessment Analysis