Condo Listing Pre-Marketing Checklist

- ☐ Is there any **Pending Litigation**? (that relates to structure, safety or habitability) _____
  - ☐ If yes, find out specifics around the litigation *($$ amount, timing*) _____
- ☐ Are there any **Special Assessments**? _____
  - ☐ If yes, amount $_____ Purpose:_____ Start and End Dates_____ _____
- ☐ **Phasing**: Ask developer or association (or check plans) are their additional unbuilt phases? _____
  - ☐ how many?_____ Subject unit's phase 100% complete? Yes _____ No_____
- ☐ Are there any **Deferred Maintenance** or **Structural Repairs**? Yes _____ No_____ _____
- ☐ Has the HOA received any **engineering, structural, or safety reports** within the last 5 years? Y____ N_____
- ☐ Are there any **deed restricted units** in the development? _____
  - ☐ Ask what type of deed restriction _____ *[age or income]*
  - ☐ Find out if subject unit is deed restricted (read unit deed available at registry of deeds)
- ☐ Ask about HOA **Financial Health**:
  - ☐ Request a Current budget ___
  - ☐ Have they done a reserve study? _____ Date done:_____
  - ☐ Major capital projects _____
  - ☐ Any known financial concerns. _____
- ☐ Is the association run by a **Condo Management Company**? Business Name: _____
  - ☐ Contact_____ Email: _____ Phone:_____
- ☐ **Master HOA Insurance Company** _____
  - ☐ Agent _____ Email: _____ Phone:_____
- ☐ What is the **percentage of commercial space**, if any? _____%
  - ☐ If >=35% contact your favorite lender before marketing the unit to all buyers.
- ☐ What is the number (%) of owners **past due** greater than 30 days? _____
- ☐ Is project **a conversion**? _____
  - ☐ If yes, find out date of conversion? Date: _____ Name of Developer? _____

Note:

- ☐ Do not PAY for condo docs because depending on the buyer's financing, they may not need them in hand. Do find out if there is a cost and how fast the turn time is – and where to get them.

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