Condo Listing Success Document Checklist

Use for established projects. Check each box as the document is received and sent to the lender.

Property:	_____	**Project:**	_____
Lender/LO:	_____	**Due date:**	_____

Ask the lender for the exact condo questionnaire and review requirements before ordering paid documents.

✓	DOCUMENT / TASK	WHERE TO GET IT
☐	**Association / trustee / management contact information**	Seller, listing agent, condo fee statement, association website or property manager.
☐	**Completed condo questionnaire: generic version to start is ok**	Buyer's lender supplies the current form when a loan begins; association, trustee or manager completes and signs it. Association may have a generic form on hand to start.
☐	**Master deed / condominium declaration**	County Registry/Recorder of Deeds, association records, seller's prior closing file or attorney.
☐	**Bylaws and all recorded amendments**	Registry/Recorder of Deeds, association/manager, owner portal or seller's condo document package.
☐	**Rules, regulations and use/occupancy restrictions**	Association/manager, owner portal, seller; confirm leasing, age, affordable-housing or resale limits.
☐	**Current approved operating budget**	Association treasurer, trustee, property manager or most recent annual meeting package.
☐	**Most recent financial statements, if requested**	Association treasurer, accountant, bookkeeper, manager or owner portal.
☐	**Current assessment delinquency and owner-occupancy figures**	Association/manager or treasurer; these are often reported directly on the lender questionnaire.
☐	**Meeting minutes and special-assessment notices**	Seller, association board secretary, manager, owner portal or annual/special meeting packet.
☐	**Master property insurance declarations / evidence of coverage**	Association insurance agent or broker, manager or trustee; lender may request the full policy or endorsements.
☐	**Management agreement or self-management statement**	Association board/trustee, management company or association counsel.
☐	**Site plan / recorded condominium plans, if requested**	Registry/Recorder of Deeds, association, municipal planning/building office or attorney.
☐	**Litigation, major repair or engineering documents, if applicable**	Association counsel/manager, board, engineer, contractor, insurer or municipal permit office.
☐	**Flood, fidelity/crime or other insurance evidence, if applicable**	Association insurance agent/broker; lender determines whether additional coverage is required.

Collection aid only — the lender, insurer and closing attorney determine the final transaction-specific requirements.

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