

HOA Transition Checklist

Property Name: _____ Tax ID: _____

Please see the list of requested items. In the interest of saving paper and time, please prepare files in Excel or CSV format (PDF, Doc, Quickbooks, also accepted). You may upload documents to our file manager, send via email, or provide USB drive. Please notify us once all hard-copy and digital files are prepared and we will coordinate pick-up. If you have any questions, don't hesitate to call 888.757.3376. Thank you!

Requested Info:

- Name, email, phone, unit address, current balance and mailing address of all homeowners and any tenant information in Excel or CSV format
- Association Tax ID number
- Individual ledgers for all owners going back to zero
- Amount of dues for each unit and/or lot and frequency of payment
- Late fee policy and amount for delinquent payments
- Individual homeowner records including
 - architectural approvals
 - violation status
 - owner notes
- An opening check equal to 2 months worth of operating expenses
- Budget for current year
- Budget for past years
- All financial records including:
 - Tax Returns, Monthly Financial Statements, Check Registers, General Ledger, Paid Invoices, Bank Statements and Bank Reconciliations, Deposit slips, CPA Annual Audit or Review
- Reserve Study, if prepared
- Copies of all paid bills
- Invoices for all unpaid bills (accounts payable)
- Covenants Codes and Restrictions with any amendments
- Bylaws
- Articles of Incorporation
- Rules & Regulations
- Community handbook if applicable
- Minutes for Board meetings & annual meetings
- Vendor information
 - Proof of Insurance
 - Licensure
 - Current and past contracts
 - Vendor ledgers if available
- Recorded map of community
- Termite warranty bond for all buildings
- Insurance policy for association
- Any pending insurance claims
- All local and online login credentials (cable, phone, internet, wifi, security, etc.)
- All keys to association property (clubhouse, storage building, pool gate, etc.)
- Gate information such as codes, key fobs, manuals, login details if applicable
- Parking information (parking tag numbers, vehicle listings, parking space numbers, etc.)
- Attorney Information
 - Attorney name and contact information
 - Current status reports of any homeowners that are with the attorney for collection
 - Relevant information for closed or pending legal matters
- Reconciled balances of all homeowners at date in Excel or CSV format
- Final checks to close out all bank accounts
- All HOA property or purchased items (computers, signs, supplies, etc.)