

Property Takeover List (at time of transition)

- [] Federal Tax ID# and also an IRS 147C letter stating the same
- [] Fiscal year end
- [] Recorded condo docs (Master Deed, Amendments, Dec. of Trust, Rules & Regulations)
- [] Names and contact info for all Trustees and dates of term expiration
- [] List of owners, mailing addresses, phone numbers, emails, emergency contacts
- [] List of condo fees by unit
- [] Unit owner files (correspondence)
- [] Minutes
- [] Most Recent months reconciled Bank Statements and Financials
- [] Current Budget
- [] All owners 24 month detailed ledger through end of the month
- [] Attorney contact info
- [] Keys
- [] Building Plans
- [] Permits & Warranties
- [] Copies of all Insurance Policies
- [] Insurance Agent contact info
- [] Prior Year Federal & State Tax Returns
- [] All unpaid bills and un-deposited condo fees
- [] Names of signers on Operating/Reserve Accounts
- [] Contracts with Vendors and complete Vendor List
- [] Checks for Closed out Reserve Accounts / Operating Account
- [] Close out any unit owner or vendor EFT or auto-payments
- [] Listing of ALL bank and/or investment accounts, locations and account numbers