



CONDO TRANSITION LIST

We are excited that your community has selected Welch Randall as your new management company. To make a smooth transition, we'll need as many of the following items and information as possible.

- Electronic copies of financial and owner files kept on computer (regardless of the software program).
- A printed statement for each owner with history of charges and payments for the past 12 months.
- A copy of each check/expense and the supporting documentation (invoices, bills, etc.) for the history of each account.
- A copy of all monthly, quarterly, and/or annual financial reports created.
- Copies of all monthly bank statements and investment account statements.
- All files, correspondence, newsletters, taxes, certificates for the history of your HOA.
- All bank checks and deposit slips and deposit stamps related to HOA accounts.
- Copies of all current or future contracts of any kind.
- Copies of Governing Documents for your HOA:
 - CC&R's
 - Bylaws
 - Collections Policy
 - Articles of Incorporation
 - Rules and Regulations
 - Resolutions
- Do you transfer money monthly to reserves? If so, how much?
- Corporate Status Documentation: Status: _____ Entity #: _____
- Federal Tax Identification Number: _____
- List of current vendors and contact information:
 - Insurance Company Name: _____
 - Agent Name: _____ Phone: _____
 - Agent Email: _____ Fax: _____
 - Landscaper: _____ Phone: _____
 - Trash: _____ Phone: _____
 - Snow Removal: _____ Phone: _____
 - Pool Maintenance: _____ Phone: _____
 - Attorney: _____ Phone: _____

- Clubhouse Reservation procedures, fee/deposit information, contact information.
- Key policy/distribution for pool and other amenities.
- Keys and/or codes for locks.
- List of regular maintenance needs.
- List of all board members and contact information (name, position, phone, address, email).
- Late payments policy (late date, grace period, late fees, interest).
- Any other information you feel it would be important for us to have.
- Welch Randall will need to be added as a signer to your checking account so we can pay your bills for you.

Please circle one and write in answers accordingly.

HOA Legal Name: _____

Address: _____

City: _____ State: _____ Zip: _____

1. Are all of the condominium units completed? YES NO
2. Are all of the common areas and facilities completed? YES NO
3. Is the project subject to additional annexation or phasing? YES NO
4. Date that control of the HOA was/will be turned over to unit owners: _____
5. Is a site condominium (detached units), are all units detached? YES NO
6. Total number of units in the project: _____
7. Total number of bonafide sales in the project (includes closed sales and open escrows): _____
8. Total number of units rented: _____
9. Total number of units used as second home in the project: _____
10. Total number of units still owned by the developer in the project (*this total should not be included in rental units – see question #8 above.*): _____
11. Are there individuals that own more than one unit in the project? YES NO
12. *If yes, please list the individual and the number of units he/she owns:* _____
13. Total number of commercial units with project: _____
14. Square footage of project devoted to commercial use: _____
15. Are there any special assessments pending or levied within the HOA? YES NO
If yes, please complete the following:
 - a. Total of special assessment amount per unit: _____
 - b. If scheduled payments are allowed, what is the payment amount per unit?: _____
 - c. If scheduled payments are allowed, what is the frequency of these payments?: _____
 - d. If any of the above three answers are variable, please explain: _____

16. Is the HOA involved in any current or pending litigation? YES NO
17. Total income budgeted for the current year: _____
18. Total reserves budgeted for the current year: _____
19. Total number of units owners currently more than one month delinquent in HOA dues: _____
20. Regular association assessments are paid: _____
21. All units are equally assessed either at: _____ OR Association unit assessments range from: _____ to _____
22. If the HOA or property management company maintains separate accounts for operating expenses and reserve accounts, please list the bank names and account numbers of each below:

Checking: Bank Name: _____ Account #: _____

Savings/Money Market: Bank Name: _____ Account #: _____

C.D. (If Applicable): Bank Name: _____ Account #: _____

23. Is the HOA subject to a master/umbrella association? YES NO
24. If yes, are all common areas and facilities complete with the master community? YES NO
25. Are any common elements leased to or by the HOA? YES NO
26. Number of phases at completion: _____
27. Are there elevators within the project? YES NO
28. Does the Association fee cover water? YES NO

Thank you for your time in answering these questions. Welch Randall will send a welcome letter introducing ourselves, notifying your homeowners of the change in management, and providing our contact information upon nearing the transition date – this may be sent with the first statements sent by Welch Randall to your Association.

Feel free to contact Welch Randall with any questions at (801) 399-5883.