

Conventional Document Checklist

No.	Documents Required	Full Review Established	Limited Review Established	Full Review New Construction	Full Review Conversion
1	Full Review Questionnaire	X		X	X
2	Limited Review Questionnaire		X		
3	Approved, Annual Budget	X		X	X
4	If any structural and/or mechanical inspection was completed within 3 years, a copy of the inspection report(s) are required. NOTE: If any inspection report(s) exist, the review may not continue until the report(s) are received.	X			
5	Engineer's or Architect's Report with Reserve Study				X
6	Condo Legal Documents known as Conditions, Covenants & Restrictions (CC&Rs) or Public Offering Statement (POS). These documents may include any (or all) of the following (as applicable per state condominium law):	X*		X	X
	• Master Deed/Declaration	X		X	X
	• Bylaws	X		X	X
	• Articles of Incorporation	X		X	X
	• Rules and Regulations	X		X	X
	• Amendments	X		X	X
7	Site Plan (there may be one in the Master Deed or Declaration. If not, please ask if they have one on their website; or offered as part of their on-site sales material)			X	
	Master HOA Insurance Certificate(s) aka ACORD for the following:	X	X	X	X
	• Property (Hazard)	X	X	X	X
	• Liability	X		X	X
	• Fidelity/Employee Dishonesty/Crime	X		X	X
• Flood (when the project is in Flood Zone "A" or "V")	X	X	X	X	
8	Presale and Completion Status Report to include the following:			X	X
	• Listing of each Legal Phase, Building and Unit			X	X
	• Occupancy of each unit under contract or closed			X	X
	• Construction status of each building/unit & eta of completion			X	X