
VA DOCUMENTATION CHECKLIST

1. Recorded Declaration/Master Deed
2. Bylaws (if they exist)
3. Amendments
4. Plat Map
5. Rules and Regulations (if they exist)
6. Meeting Minutes (last 2 meetings)
7. Annual, Approved HOA Budget
8. Letter or email from the HOA or Property Manager with the following information:
 - a. Whether they have a Special Assessment - (it can say "no special assessment" if there is none). If there is, they need the terms of the special assessment such as:
 1. Total amount
 2. Unit owners' monthly payments
 3. How long it will last, and
 4. What the special assessment is for.
 - b. Whether they have Litigation - (it can say "no litigation" if there is none). If there is, they need to explain what the litigation is about.
 - c. Percentage of presales. This is more for new construction projects. **However**, when the project is established and completed for several years, the HOA should state 100% presale.
9. If there is/are a recreational facility(ies) lease (rec lease) and it hasn't been sold/transferred yet, you'll need:
 - a. Copy of the original rec lease along with
 1. Any amendments,
 2. Sub leases,
 3. Riders or
 4. Memorandum(s) of lease.