



Developer Transition Checklist

- Tax Returns
- Financial Statements, including balance sheet, income statement, and YTD general ledger
- Bank Reconciliation's
- Paid Invoices
- Complete set of owner histories
- Delinquency report
- Prepaid report
- ORIGINAL copies of legal documents
- Owner correspondence
- Copies of any rule and regulations
- Architectural guidelines
- Deeds to all common area
- Warranties for common facilities



Developer Transition Checklist

- ARC approvals**
- Keys**
- Tax ID number**
- Maps/site-plans**
- Contracts**
- Board member resignations**
- Loan agreements**
- All cancelled checks**
- Minutes of all meetings**