

<b>HOA Checklist</b>		
<b>Boulder Real Estate Services, LTD</b>		
<b>Condominium Complex:</b>		
Address:		
<b>Home Owner Association:</b>		
Address:		
Phone Number & Contacts:		
<b>Property Management Co:</b>		
Address:		
Phone Number & Contacts:		
<b>HOA Fees</b>		per (mth,qtr,yr)
<b>Special Assessments Due</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what is it for?		
When is it due?		
<b>Are there any known defects to common areas (i.e. ext, structure, roof, amenities if applicable, etc?)</b>		
covered by the HOA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Does the HOA have Reserves?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, how much?		
<b>Does the HOA have first right of refusal?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please identify		
<b>Is there a transfer fee upon sale?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how much?		
<b>Does this unit have deed/exclusive right to storage facilities?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please identify:		
<b>What is the percentage of Owner vs. Rental Units %</b>		

The association fee includes:

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> trash            | <input type="checkbox"/> water/sewer      | <input type="checkbox"/> clubhouse     | <input type="checkbox"/> common rec/park . |
| <input type="checkbox"/> snow removal     | <input type="checkbox"/> heat             | <input type="checkbox"/> tennis        | <input type="checkbox"/> extra storage     |
| <input type="checkbox"/> lawn care        | <input type="checkbox"/> electricity      | <input type="checkbox"/> hot tub       | <input type="checkbox"/> common laundry    |
| <input type="checkbox"/> security         | <input type="checkbox"/> hazard insurance | <input type="checkbox"/> indoor pool   | <input type="checkbox"/> security building |
| <input type="checkbox"/> management       | <input type="checkbox"/> _____            | <input type="checkbox"/> pool          | <input type="checkbox"/> elevator          |
| <input type="checkbox"/> common utilities | <input type="checkbox"/> _____            | <input type="checkbox"/> sauna         | <input type="checkbox"/> _____             |
| <input type="checkbox"/> exterior maint.  | <input type="checkbox"/> _____            | <input type="checkbox"/> play area     | <input type="checkbox"/> _____             |
| <input type="checkbox"/> cable tv         | <input type="checkbox"/> _____            | <input type="checkbox"/> exercise room | <input type="checkbox"/> _____             |

**Please send a copy of the following financial information:**

- Annual Balance Sheet       Annual Income       Expenses and Annual Budget

**Please send a copy of the following documents:**

- Rules and Regulations       Party Wall Agreements  
 Declaration       By-Laws