

MANAGEMENT ACCOUNT TRANSITION LIST

To accommodate the pending transition from your management company, the following materials should be assembled for turnover. Further information will be forthcoming regarding contact, company and timing. Please contact _____ at _____, if there are questions regarding this information.

1. All Unit files
2. All insurance policies
3. Current Service Contracts (including contact information)
4. Original Recorded Declaration
5. Original Recorded By-Laws
6. Original Plat of Survey
7. All unit and common area plans (as-builts if available)
8. Corporate Annual Reports
9. Corporate Seal
10. All back minutes of Board Meetings
11. All back minutes of Annual Meetings
12. All Meeting files from inception of management
13. Rules and Regulations (Violation letters to owners, other related information)
14. Inventory of equipment, materials, printed materials
15. Current and all previous financial statements
16. Current and previous Manager's Reports from inception of management
17. Recent delinquency statement
18. List of investments for reserve accounts
19. Complete accounting of reserve funds
20. Cash balance of operating funds
21. All bank information, checkbooks, etc.
22. Audit and tax files (reports and returns)
23. Current status of maintenance items or unresolved items (action lists, computer generated performance/action lists, etc.)
24. Complete list of accounts payable (accompanied by all actual unpaid bills)
25. All keys that may be in possession, including common area keys, building grand masters, and unit keys, if applicable
26. Accurate and current owner, resident, Board and Committee rosters
27. Any Association property that is not listed above

Please list contact person for your firm who will be handling this transition:

Name: _____ **Position** _____

Phone: _____ **E-Mail:** _____

Alt. Contact(s): _____