



Property Address: _____ Unit: _____

Contact Person: _____ Phone: _____ Fax: _____

We have just listed the above-referenced property and need answers to the following questions:

1. When was the building built/converted? _____
2. Total number of units? _____ Percentage of owner occupancy? _____
3. How much is currently in reserves? _____
4. What improvements have been done to the building and when were they completed?

5. Are any capital expenditures anticipated in the next year? _____ If so, explain:

6. Are there any special assessments now or scheduled to be levied? _____ If so, please indicate the purpose, total amount of the special and amount for this unit.

7. What is the regular monthly assessment for this unit? _____ Includes:

8. Is parking available? _____ Monthly Fee? _____ Are new owners guaranteed an immediate spot or put on a wait list? _____
9. Are For Sale Signs allowed? _____ Open House signs? _____ Where can they be placed?

10. Is board approval required? _____ If so, how many days? _____
11. What pets are allowed? _____ Restrictions? Dogs/Cats: Weight Limit _____
12. Who insures the building? _____
13. What amenities are in the building? _____
14. Is there a fee for condo decs and budgets? _____ Where can we pick up a set? _____
15. Who should we contact for the paid assessment letter? _____ Any fee? _____

Additional Comments:

THANK YOU FOR YOUR COOPERATION!