

CONDOMINIUM PROJECT FILE CHECKLIST

- I. Condominium worksheet (copy from initial case processed in project)
- II. Condominium accepted by FHLMC, FNMA, VA (Circle one) Dated \_\_\_\_\_

\_\_\_\_\_  
REC. OK UPDATE  
\_\_\_\_\_

Recorded Project Plan

Recorded Commonly Owned Property and Facilities

Recorded Declaration

Recorded Articles of Incorporation

Recorded By-Laws

Statement of Common Expenses

Financial Statement (including Reserves)

Current Budget of Common Expenses

Minutes of Meetings

Inspection Report

FHA Form 180

Evidence of Flood Insurance

Statement on Existing or Pending Special  
Assessments or Litigation

Management Agreement, if applicable

Other Applicable Requirements