

HOA Questionnaire for the Listing Agent

Spoke with _____ Date _____

Are there any restrictions on For Sale/Open House signs? _____

What is the monthly management fee? _____

What does it cover?

Heat, Water/Sewer, Insurance, Roof, Pool/Tennis, Snow Removal, Trash

Other? _____

Do you expect it to increase in the near future? _____

What is the transfer fee at sale? _____

How much is the working capital/reserve deposit? _____

Is the working capital/reserve refundable at sale? _____

Are there any special assessments coming up? _____

Is the building/project FHA-approved? _____

Who should an interested buyer contact if they have questions?

Name _____ Phone Number _____

Who do I contact for financials, minutes, etc?

Name _____ Phone Number _____

Any other information, e.g., pet restrictions, upcoming improvements, etc.?

Information Sheet for Condominium Buyers

When you purchase a condominium or townhome, you will automatically belong to the Home Owners Association (HOA). Every HOA is a little different, with individual strengths and weaknesses. It is in your best interest to contact the HOA to judge for yourself if you are comfortable with the fees, the rules and regulations, the financial stability of the association and the way the HOA is organized.

Please call _____ prior to _____ and ask the following questions:

1. What is the monthly management fee and what does it cover?
2. Are there any planned or contemplated special assessments coming up?
3. Do you have a “working capital” deposit required of new homeowners? How much is it? Is it refundable on sale?
4. Do you have any restrictions, e.g., pets, children, smoking, that I should be aware of?
5. Are you planning to make any improvements to the property in the near future?
6. Are there any special move-in procedures or costs I need to know about?
7. Is there anything else a potential buyer of the property should know?

Depending on the property, you may also want to ask about the age of the heating system and roof, guest parking, barbecue grill restrictions, etc.

I acknowledge that I have been given this Condominium Buyer Information Sheet by _____ of _____, and agree to contact the Home Owners Association with any questions or concerns I may have about the HOA and/or the project itself.

Buyer

Date

Buyer

Date