



Documents required for Condo-Check to complete the  
Condominium viability Audit and Rating Service

	Description	Comments
	Operating budget for current year	
	Current financial Statement	
	End Financial Statements for past 2 years (for 3 years if you have them)	
	Current Reserve Fund Balance and Investment detail	
	Reserve Fund Study and Reserve Fund Plan	
	Insurance Policy & Insurance certificate	
	Insurance appraisal	
	Engineers or Inspection Reports	
	Bylaws, including any proposed or draft amendments	
	Any Resolutions being Distributed	
	Rules, Regulation and Policies	
	Copy of any Privacy Policy	
	Recycling Program detail (if any)	



	Description	Comments
	Minutes for past 24 months of Board and extraordinary meetings and the <b>Managers Reports for past 12 meetings</b>	
	AGM for past 2 meetings	
	News Letters for past 2 years	
	Current Owner Occupancy ratio	
	Legal Actions pending or settled in last 24 months	
	Management Contract and contact detail	
	Snow Removal/Landscaping Contract	
	Any contracts for elevator, mechanical systems etc.	
	Records of safety equipment maintenance, i.e.: fire hydrants, fire extinguishers, alarm testing	
	Plan for capital improvements for current year	
	Long range plans for capital expenses (if any)	
	Comments or questions	
	<b>Board of Directors Contact Info (phone and email)</b>	