

## OWNER'S REQUEST FOR CONDO DOCS

*Pursuant to Fla. Stat. Sec. 718.111(12)(c)1.b., the Owner(s) is/are requesting the records indicated below from the Condominium Association. Kindly provide the records within 10 business days of this request as required by Fla. Stat. Sec. 718.111(12)(c)1.a. Thank you for your assistance.*

**OWNER(S):**

INDIVIDUAL NAME(S): \_\_\_\_\_

COMPANY OR CORPORATION: \_\_\_\_\_

**PROPERTY:**

STREET: \_\_\_\_\_

UNIT/APT. NO.: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

**CONDOMINIUM ASSOCIATION:**

NAME: \_\_\_\_\_

CHECK ALL REQUESTED:	DOCUMENTS	DESCRIPTION
<b>OFFICIAL RECORDS CONDOMINIUM ASSOCIATION MUST MAINTAIN PURSUANT TO FLA. STAT. SEC. 718.111(12)(A)</b>		
<input type="checkbox"/>	<b>Developer documents</b>	Plans, permits, warranties, and other items provided by the developer under Fla. Stat. Sec. 718.301(4). See Fla. Stat. Sec. 718.111(12)(a)1.
<input type="checkbox"/>	<b>Declaration of condominium*</b>	Photocopies of the recorded declaration and amendments for each condominium operated by the Condominium Association. See Fla. Stat. Sec. 718.111(12)(a)2.
<input type="checkbox"/>	<b>Bylaws*</b>	Photocopies of the recorded bylaws and amendments. See Fla. Stat. Sec. 718.111(12)(a)3.
<input type="checkbox"/>	<b>Articles of Incorporation*</b>	Certified copies of the articles of incorporation or other documents creating the Condominium Association, including amendments. See Fla. Stat. Sec. 718.111(12)(a)4.
<input type="checkbox"/>	<b>Rules of the Condominium* Association</b>	Copies of the current rules of the Condominium Association. See Fla. Stat. Sec. 718.111(12)(a)5.
<input type="checkbox"/>	<b>Minutes of meetings</b>	Book(s) containing the minutes of all meetings of the Condominium Association, board of administration, and unit owners. See Fla. Stat. Sec. 718.111(12)(a)6.
<input type="checkbox"/>	<b>Unit owner roster</b>	Current roster of unit owners, including addresses, unit identifications, voting certifications, and telephone numbers (if known). Condominium Association shall maintain e-mail addresses and fax numbers of unit owners consenting to receive notice by electronic transmission. May be redacted as required by law. See Fla. Stat. Sec. 718.111(12)(a)7.
<input type="checkbox"/>	<b>Insurance policies</b>	All current insurance policies of the Condominium Association and condominiums operated by the Condominium Association. See Fla. Stat. Sec. 718.111(12)(a)8.
<input type="checkbox"/>	<b>Contracts and agreements</b>	A current copy of any management agreement, lease, or other contract to which the Condominium Association is a party or under which the Condominium Association or the unit owners have an obligation or responsibility. See Fla. Stat. Sec. 718.111(12)(a)9.
<input type="checkbox"/>	<b>Bills of sale or transfer</b>	Bills of sale or transfer for all property owned by the Condominium Association. See Fla. Stat. Sec. 718.111(12)(a)10.
<input type="checkbox"/>	<b>Receipts and expenditures</b>	Accurate, itemized, and detailed records of all receipts and expenditures. See Fla. Stat. Sec. 718.111(12)(a)11.a.

CHECK ALL REQUESTED:	DOCUMENTS	DESCRIPTION
<input type="checkbox"/>	<b>Invoices, etc. to substantiate receipts and expenditures</b>	All invoices, transaction receipts, or deposit slips that substantiate any receipt or expenditure of funds by the Condominium Association. See <a href="#">Fla. Stat. Sec. 718.111(12)(a)11.b.</a>
<input type="checkbox"/>	<b>Accounting</b>	A current account and a monthly, bimonthly, or quarterly statement of the account for each unit designating the name of the unit owner, the due date and amount of each assessment, the amount paid on the account, and the balance due. See <a href="#">Fla. Stat. Sec. 718.111(12)(a)11.c.</a>
<input type="checkbox"/>	<b>Audits</b>	All audits, reviews, accounting statements, structural integrity reserve studies, and financial reports of the Condominium Association or condominium. Structural integrity reserve studies must be maintained for at least 15 years after the study is completed. See <a href="#">Fla. Stat. Sec. 718.111(12)(a)11.d.</a>
<input type="checkbox"/>	<b>Contracts for work</b>	All contracts for work to be performed. Bids for work are also considered official records and must be maintained by the Condominium Association for at least 1 year after receipt of the bid. See <a href="#">Fla. Stat. Sec. 718.111(12)(a)11.e.</a>
<input type="checkbox"/>	<b>Voting records</b>	Ballots, sign-in sheets, voting proxies, and all other papers and electronic records relating to voting by unit owners, which must be maintained for 1 year from the date of the election, vote, or meeting to which the document relates (except as otherwise provided in Fla. Stat. Sec. 718.111(12)(b)). See <a href="#">Fla. Stat. Sec. 718.111(12)(a)12.</a>
<input type="checkbox"/>	<b>Rental records</b>	All rental records if the Condominium Association acts as an agent for rental of condominium units. See <a href="#">Fla. Stat. Sec. 718.111(12)(a)13.</a>
<input type="checkbox"/>	<b>Question and answer sheet*</b>	Copy of the current question and answer sheet pursuant to <a href="#">Fla. Stat. Sec. 718.504.</a> See <a href="#">Fla. Stat. Sec. 718.111(12)(a)14.</a> and <a href="#">Fla. Stat. Sec. 718.111(12)(d).</a>
<input type="checkbox"/>	<b>Inspection reports*</b>	Copy of inspection reports in <a href="#">Fla. Stat. Sec. 718.899</a> and <a href="#">Fla. Stat. Sec. 718.301(4)(p)</a> and any other inspection report relating to a structural life safety inspection of the Property. Each must be maintained for 15 years after receipt of the report. See <a href="#">Fla. Stat. Sec. 718.111(12)(a)15.</a>
<input type="checkbox"/>	<b>Milestone inspection report*</b>	Copy of: the inspector-prepared summary of the milestone inspection report; a statement that the report is required but not completed; or, a statement that an inspection is not required pursuant to <a href="#">Fla. Stat. Sec. 553.899.</a> See <a href="#">Fla. Stat. Sec. 718.111(12)(a)15.</a>
<input type="checkbox"/>	<b>Developer turnover report (structural)*</b>	Copy of the turnover inspection report (structural elements and systems) pursuant to <a href="#">Fla. Stat. Sec. 718.301(4)(p).</a> See <a href="#">Fla. Stat. Sec. 718.111(12)(a)15.</a>
<input type="checkbox"/>	<b>Developer turnover report (non-structural)*</b>	Copy of the turnover inspection reports (non-structural but still essential to functionality pursuant to <a href="#">Fla. Stat. Sec. 718.301(4)(q).</a> See <a href="#">Fla. Stat. Sec. 718.111(12)(a)15.</a>
<input type="checkbox"/>	<b>Structural Integrity Reserve Study (SIRS)*</b>	Copy of the SIRS pursuant to <a href="#">Fla. Stat. Sec. 718.301(4)(p).</a> See <a href="#">Fla. Stat. Sec. 718.111(12)(a)15.</a>
<input type="checkbox"/>	<b>Bids for materials, equipment, services</b>	All bids for materials, equipment, or services. See <a href="#">Fla. Stat. Sec. 718.111(12)(a)16.</a>
<input type="checkbox"/>	<b>Affirmative acknowledgments</b>	All affirmative acknowledgments made under <a href="#">Fla. Stat. Sec. 718.121(4)(c).</a> See <a href="#">Fla. Stat. Sec. 718.111(12)(a)17.</a>
<input type="checkbox"/>	<b>Building permits</b>	A copy of all building permits. See <a href="#">Fla. Stat. Sec. 718.111(12)(a)18.</a>
<input type="checkbox"/>	<b>Board member educational certificates</b>	A copy of all satisfactorily completed board member educational certificates. See <a href="#">Fla. Stat. Sec. 718.111(12)(a)19.</a>
<input type="checkbox"/>	<b>Other written records</b>	All other written records related to the operation of the Condominium Association not covered above. See <a href="#">Fla. Stat. Sec. 718.111(12)(a)20.</a> If yes, list here: _____ _____ _____

**OTHER RECORDS CONDOMINIUM ASSOCIATION MUST MAINTAIN AND PROVIDE**

<input type="checkbox"/>	<b>Prospectus or offering circular</b>	For developer of residential condominiums which contain more than 20 residential units or which are part of a group of residential condominiums which will be served by property to be used in common by unit owners of more than 20 units. See <a href="#">Fla. Stat. Sec. 718.504</a> .
<input type="checkbox"/>	<b>Proposed annual budget*</b>	As required by <a href="#">Fla. Stat. Sec. 718.112(f)</a> , and as specified in Bylaws.
<input type="checkbox"/>	<b>Condo governance form*</b>	Copy of a governance form provided by the state summarizing governance of condominium associations. This form is titled "Condo Governance" and is available in Form Simplicity.
<input type="checkbox"/>	<b>Other disclosures*</b>	Required disclosures regarding buyer(s)' acknowledgement, milestone inspections, other disclosures outlined in the condominium rider, "CR-6xx_A. Condominium Rider" and the condo addendum, "CRSP16xxx.F.condo addendum." Both are in Form Simplicity.
<input type="checkbox"/>	<b>Annual financial statements*</b>	Prepared and provided pursuant to <a href="#">Fla. Stat. Sec. 718.111(13)</a> .
<input type="checkbox"/>	<b>Conflicts of interest, generally</b>	Any contract or document regarding a conflict of interest or possible conflict of interest as provided in <a href="#">Fla. Stat. Sec. 468.4335</a> , <a href="#">Fla. Stat. Sec. 468.436(2)(b)6.</a> , and <a href="#">Fla. Stat. Sec. 718.3027(3)</a> . See <a href="#">Fla. Stat. Sec. 718.111(12)(g)1.c.2.j.</a>
<input type="checkbox"/>	<b>Conflicts of interest, transactions</b>	All contracts or transactions between the Condominium Association and any director, officer, corporation, firm, or association that is not an affiliated condominium association or any other entity in which an association director is also a director or officer and financially interested. See <a href="#">Fla. Stat. Sec. 718.111(12)(g)1.c.2.i.</a>
<input type="checkbox"/>	<b>Unit owner notices and agendas</b>	The notice of any unit owner meeting and the agenda for the meeting as required by <a href="#">Fla. Stat. Sec. 718.112(2)(d)(3)</a> , no later than 14 days before the meeting. Any document to be considered and voted on during the meeting or any document listed in the agenda at least 7 days before the meeting.
<input type="checkbox"/>	<b>Board administration notices and meetings</b>	Notice of any board meeting, the agenda, and any other document required for the meeting as required by <a href="#">Fla. Stat. Sec. 718.112(2)(c)</a> , which must be posted no later than the date required for notice under <a href="#">Fla. Stat. Sec. 718.112(2)(c)</a> .

**Key Guide:**

<b>Marked with *</b>	Documents that sellers are required to provide at their expense under Chapter 718 Fla. Statutes
<b>Shaded Green</b>	Documents that sellers are required to provide, along with those needed to help determine financing options for buyers

**DISCLAIMERS:**

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