

CONDO SUMMIT:
ELEVATED LIVING



CONDO FORMS

EXCLUSIVE TO MIAMI REALTORS®



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MIAMI-1

OWNER/SELLER AUTHORIZATION AND RELEASE OF CONDOMINIUM ASSOCIATION DOCUMENTS

OWNER/SELLER AUTHORIZATION AND RELEASE OF CONDOMINIUM ASSOCIATION DOCUMENTS

Pursuant to Fla. Stat. Sec. 718.111(2)(d), the "Owner" (as defined herein) is requesting the records indicated below from the "Association" (as defined herein and as defined by Fla. Stat. Sec. 718.103(3)). This "Owner/Seller Authorization and Release of Condominium Association Documents" (the "Release") authorizes the Association to: (1) release and to provide the following Association "Records" to the "Owner's Authorized Representative" or the "Property" (both as defined below); and, (2) to inspect the following Records:

- MIAMI-2: Owner's Request for Condominium Documents (attached)
- MIAMI-3: Notice of Condominium Association's Noncompliance with Fla. Stat. Sec. 718.111 (attached)

PLEASE PROVIDE THE RECORDS WITHIN 10 BUSINESS DAYS OF THIS REQUEST AS REQUIRED BY FLA. STAT. SEC. 718.111(2)(C)1.A.

"OWNER"

NAME(S): _____

"PROPERTY"

STREET: _____

UNIT/APT. NO.: _____

CITY, STATE, ZIP: _____

"ASSOCIATION"

NAME(S): _____

Owner authorizes the Association to give, disclose, and release the above referenced Records (as indicated in the attached "MIAMI-2: Owner's Request for Condominium Documents" and/or "MIAMI-3: Notice of Condominium Association's Noncompliance with Fla. Stat. Sec. 718.111") to the Owner's Authorized Representative. The Records may be copied, reproduced, or delivered via certified mail, registered mail, facsimile, electronic mail, or hand delivery as indicated in Fla. Stat. Sec. 718. This Release shall terminate on the first of the following to occur: (a) the earlier of _____ or one year from the date the Owner signs the Release; or, (b) revocation via written notice from the Owner to the Owner's Authorized Representative at the Owner's address below.

OWNER

Signature: _____

Printed name: _____

Date: _____

Email: _____

Telephone: _____

Address: _____

City, State, Zip: _____

OWNER'S AUTHORIZED REPRESENTATIVE

Signature: _____

Printed name: _____

Date: _____

Email: _____

Telephone: _____

Address: _____

City, State, Zip: _____

DISCLAIMERS:

THIS IS INTENDED TO BE A LEGALLY BINDING CONTRACT. THIS FORM DOES NOT CONSTITUTE LEGAL ADVICE. IF NOT FULLY UNDERSTOOD, SEEK THE ADVICE OF AN ATTORNEY PRIOR TO SIGNING. THIS FORM DOES NOT CONSTITUTE AN OPINION THAT ANY OF THE TERMS AND CONDITIONS OF THIS FORM SHOULD BE ACCEPTED BY THE PARTIES IN A PARTICULAR TRANSACTION. ALL TERMS AND CONDITIONS MUST BE NEGOTIATED BASED UPON THE PARTIES' RESPECTIVE INTERESTS, OBJECTIVES, AND BARGAINING POSITIONS OF ALL INTERESTED PERSONS. ALL BUSINESS DECISIONS MUST BE MADE UNILATERALLY AND INDEPENDENTLY. THE PARTIES USE THIS FORM AT THEIR OWN RISK. IT CONTAINS GENERAL INFORMATION AND MAY NOT REFLECT CURRENT LEGAL DEVELOPMENTS OR INFORMATION. IT CONTAINS LINKS TO OTHER THIRD-PARTY WEBSITES, WHICH ARE ONLY FOR THE CONVENIENCE OF THE RECIPIENT. NOTHING IS INTENDED TO CREATE AN ATTORNEY-CLIENT RELATIONSHIP AND SHALL NOT BE CONSTRUED AS LEGAL ADVICE. THE INFORMATION IS NOT GUARANTEED TO BE CORRECT, COMPLETE, CURRENT, OR SUITABLE. MIAMI REALTORS® MAKES NO WARRANTY, EXPRESSED OR IMPLIED, ABOUT THE ACCURACY OR RELIABILITY OF THE INFORMATION IN THIS FORM AND IN THESE MATERIALS. RECIPIENTS OF THE INFORMATION IN THIS FORM AND PARTIES USING THIS FORM SHOULD NOT ACT OR REFRAIN FROM ACTING ON THE BASIS OF ANY INFORMATION WITHOUT SEEKING APPROPRIATE LEGAL ADVICE ON THE PARTICULAR FACTS AND CIRCUMSTANCES AT ISSUE FROM AN ATTORNEY LICENSED IN THE RESPECTIVE PARTY'S STATE. MIAMI REALTORS® EXPRESSLY DISCLAIMS ALL LIABILITY WITH RESPECT TO ACTIONS TAKEN OR NOT TAKEN BY THE RECIPIENT BASED ON ANY OR ALL OF THE INFORMATION IN THIS FORM. BY USING THIS FORM, THE PARTIES ARE AGREEING TO THESE TERMS AND CONDITIONS.

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MIAMI-2 OWNER'S REQUEST FOR CONDO DOCS

OWNER'S REQUEST FOR CONDOMINIUM DOCUMENTS

Pursuant to Fla. Stat., Sec. 718.111(2)(1) b., the Owner(s) is/are requesting the records indicated below from the Association as defined by Fla. Stat., Sec. 718.103(2). Kindly provide the records within 10 business days of this request as required by Fla. Stat., Sec. 718.111(2)(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 APPLY	#	DOCUMENTS	DESCRIPTION
OFFICIAL RECORDS ASSOCIATION MUST MAINTAIN FOR CONDOMINIUMS PURSUANT TO FLA. STAT., SEC. 718.111(2)(4)			
<input type="checkbox"/>	1	Developer Documents	Plans, permits, warranties, and other items provided by the developer under Fla. Stat., Sec. 718.301(6). See Fla. Stat., Sec. 718.111(2)(4)(i).
<input type="checkbox"/>	2	Declaration of Condominium	Photocopies of the recorded declaration and amendments for each condominium operated by the Association. See Fla. Stat., Sec. 718.111(2)(4)(ii).
<input type="checkbox"/>	3	Bylaws	Photocopies of the recorded bylaws and amendments. See Fla. Stat., Sec. 718.111(2)(4)(iii).
<input type="checkbox"/>	4	Articles of Incorporation	Certified copies of the articles of incorporation or other documents creating the Association, including amendments. See Fla. Stat., Sec. 718.111(2)(4)(iv).
<input type="checkbox"/>	5	Rules of the Condominium Association	Copies of the current rules of the Association. See Fla. Stat., Sec. 718.111(2)(4)(v).
<input type="checkbox"/>	6	Minutes of Meetings/Videos*	Book(s) or electronic records containing the minutes of all meetings of the Association, Board of Administration, any committee, and the unit owners, and a recording of all such meetings that are conducted by video conference. See Fla. Stat., Sec. 718.111(2)(4)(vi).
<input type="checkbox"/>	7	Unit Owner Roster	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(2)(4)(vii).
<input type="checkbox"/>	8	Insurance Policies*	All current insurance policies of the Association and condominiums operated by the Association. See Fla. Stat., Sec. 718.111(2)(4)(viii).
<input type="checkbox"/>	9	Contracts and Agreements	A current copy of any management agreement, lease, or other contract to which the 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(2)(4)(ix).
<input type="checkbox"/>	10	Bills of Sale or Transfer	Bills of sale or transfer for all property owned by the Association. See Fla. Stat., Sec. 718.111(2)(4)(x).
<input type="checkbox"/>	11a	Receipts and Expenditures	Accurate, itemized, and detailed records of all receipts and expenditures, including bank statements and ledgers. See Fla. Stat., Sec. 718.111(2)(4)(xi).

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 MIAMI-2: Owner's Request for Condominium Documents
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#	DOCUMENTS	DESCRIPTION
11b	Invoices, etc. to Substantiate Receipts and Expenditures	All invoices, transaction receipts, or deposit slips that substantiate any receipt or expenditure of funds by the Association. See Fla. Stat., Sec. 718.111(2)(4)(xi).
11c	Accounting	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 Fla. Stat., Sec. 718.111(2)(4)(xii).
11d	Audits	All audits, reviews, accounting statements, structural integrity reserve studies, and financial reports of the Association or condominium. Structural integrity reserve studies must be maintained for at least 15 years after the study is completed. See Fla. Stat., Sec. 718.111(2)(4)(xiii).
11e	Contracts for Work	All contracts for work to be performed. Bids for work are also considered official records and must be maintained by the Association for at least 1 year after receipt of the bid. See Fla. Stat., Sec. 718.111(2)(4)(xiv).
12	Voting Records	Ballots, sign-in sheets, voting proxies, and all other papers and electronic records relating to voting by unit owners that must be maintained for at least 1 year after the date of the election, vote, or meeting to which the document relates (except as otherwise provided in Fla. Stat., Sec. 718.111(2)(2)(j)). See Fla. Stat., Sec. 718.111(2)(4)(xv).
13	Rental Records	All rental records if the Association acts as an agent for rental of condominium units. See Fla. Stat., Sec. 718.111(2)(4)(xvi).
14	"Frequently Asked Questions and Answers" Sheet	Copy of the current question and answer sheet pursuant to Fla. Stat., Sec. 718.504. See Fla. Stat., Sec. 718.111(2)(4)(xvii).
15	Inspection Reports	Copy of inspection reports in Fla. Stat., Sec. 718.899 and Fla. Stat., Sec. 718.301(4)(j) 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 Fla. Stat., Sec. 718.111(2)(4)(xviii).
15	Milestone Inspection Report (7 Aesthetic stories or more)	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 Fla. Stat., Sec. 553.895. See Fla. Stat., Sec. 718.111(2)(4)(xix).
15	Developer Turnover Report (Structural)	Copy of the turnover inspection report (structural elements and systems) pursuant to Fla. Stat., Sec. 718.301(4)(g). See Fla. Stat., Sec. 718.111(2)(4)(xx).
15	Developer Turnover Report (Non-Structural)	Copy of the turnover inspection reports (non-structural but still essential to functionality) pursuant to Fla. Stat., Sec. 718.301(4)(g). See Fla. Stat., Sec. 718.111(2)(4)(xx).
16	Bids for Materials, Equipment, Services	All bids for materials, equipment, or services. See Fla. Stat., Sec. 718.111(2)(4)(vi). Must be maintained for at least 1 year after receipt of the bid. See Fla. Stat., Sec. 718.111(2)(4)(v).
17	Affirmative Acknowledgments	All affirmative acknowledgments made under Fla. Stat., Sec. 718.121(9)(i). See Fla. Stat., Sec. 718.111(2)(4)(xxi).
18	Building Permits	A copy of all building permits. See Fla. Stat., Sec. 718.111(2)(4)(xxii).
19	Board Member Educational Certificates	A copy of all satisfactorily completed board member educational certificates. See Fla. Stat., Sec. 718.111(2)(4)(xxiii).
20	Affidavits	A copy of all affidavits related to this chapter. See Fla. Stat., Sec. 718.111(2)(4)(xxiv).
21	Other Written Records	All other written records related to the operation of the Association not covered above. See Fla. Stat., Sec. 718.111(2)(4)(xxv). If yes, list here: _____ _____ _____

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 MIAMI-2: Owner's Request for Condominium Documents
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OTHER RECORDS ASSOCIATION IS REQUIRED TO PREPARE, MAINTAIN, OR PROVIDE

11 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 owned by property to be used to common by unit owners of more than 20 units. See Fla. Stat., Sec. 718.504, and Fla. Stat., Sec. 718.111(2)(4)(i), (if applicable or in association possession).

12 Prepared and provided pursuant to Fla. Stat., Sec. 718.871(3) and official record under Fla. Stat., Sec. 718.111(2)(4)(ii).

13 As required by Fla. Stat., Sec. 718.112(8), and as specified in Bylaws.

14 Copy of the SRS pursuant to Fla. Stat., Sec. 718.301(4)(g). See Fla. Stat., Sec. 718.111(2)(4)(ii). Or a statement that the association has not completed one.

15 Copy of a governance form provided by the state summarizing governance of Association. This form is titled "Condo Governance" and is available in Form Simplicity.

16 Required disclosures regarding buyers' acknowledgment, milestone inspections, other disclosures outlined in the condominium side, "CR 7-A, Condominium Rider" and the condo addendum, "CRSPTA-F (Condominium Association Addendum)" Both are in Form Simplicity.

17 The association must issue an estoppel certificate within 10 business days after receiving a written or electronic request from the owner, mortgagee or owner's representative, under Fla. Stat., Sec. 718.116(8).

18 Any contract or document regarding a conflict of interest or possible conflict of interest as provided in Fla. Stat., Sec. 468.4335, Fla. Stat., Sec. 468.436(2)(b), and Fla. Stat., Sec. 718.302(2). See Fla. Stat., Sec. 718.111(2)(4)(c.2.1).

19 All contracts or transactions between the 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 Fla. Stat., Sec. 718.111(2)(4)(c.2.2).

20 The notice of any unit owner meeting and the agenda for the meeting as required by Fla. Stat., Sec. 718.111(2)(4)(v), 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.

21 Notice of any board meeting, the agenda, and any other document required for the meeting as required by Fla. Stat., Sec. 718.111(2)(5), which must be posted no later than the date required for notice under Fla. Stat., Sec. 718.111(2)(5).

that sellers are required to provide for resales at their expense under Chapter 718 Fla. Statutes

that sellers should provide to help determine financing options for buyers in advance.

DISCLAIMERS:
 THIS FORM DOES NOT CONSTITUTE LEGAL ADVICE. IF YOU HAVE QUESTIONS, SEEK THE ADVICE OF AN ATTORNEY PRIOR TO SIGNING. THIS FORM DOES NOT CONSTITUTE AN OFFER THAT ANY OF THE COPIES BY THE PARTIES TO A PARTICULAR TRANSACTION, ALL TERMS AND CONDITIONS MUST BE REVIEWED BASED UPON THE PARTIES' RESPECTIVE INTEREST, CAPACITY, AND MANAGING DISCRETION MUST BE MADE CAREFULLY AND INDEPENDENTLY. THE PARTIES USE THIS FORM AT THEIR OWN RISK. IT CONTAINS GENERAL INFORMATION AND MAY NOT REFLECT CURRENT LEGAL DEVELOPMENTS THAT MAY AFFECT YOUR RIGHTS, WHICH ARE ONLY FOR THE CONVENIENCE OF THE RECIPIENT. RECIPIENTS ARE ADVISED TO OBTAIN AN ATTORNEY'S OPINION BEFORE SIGNING AND SHALL NOT BE CONSIDERED TO BE IN COMPLIANCE WITH ANY APPLICABLE LAW, FEDERAL OR STATE, UNLESS THEY HAVE BEEN ADVISED BY AN ATTORNEY. MIAMI REALTORS® MAKES NO WARRANTY OR REPRESENTATION AS TO THE ACCURACY OR RELIABILITY OF THE INFORMATION IN THIS FORM. THE INFORMATION AND MATERIALS CONTAINED HEREIN SHOULD NOT BE USED FOR ANY PURPOSE OTHER THAN THE ONE FOR WHICH THEY WERE INTENDED. THE INFORMATION IS PROVIDED AS IS AND THE PARTIES ARE ADVISED TO OBTAIN AN ATTORNEY'S OPINION BEFORE SIGNING. THE INFORMATION IS PROVIDED AS IS AND THE PARTIES ARE ADVISED TO OBTAIN AN ATTORNEY'S OPINION BEFORE SIGNING. THE INFORMATION IS PROVIDED AS IS AND THE PARTIES ARE ADVISED TO OBTAIN AN ATTORNEY'S OPINION BEFORE SIGNING.

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MIAMI-3

NOTICE OF CONDO ASSOCIATION'S NONCOMPLIANCE WITH FLA. STAT. SEC. 718.111

NOTICE OF ASSOCIATION'S NONCOMPLIANCE WITH FLORIDA'S CONDOMINIUM STATUTE – FLA. STAT. SEC. 718.111

THE ASSOCIATION AS DEFINED BY FLA. STAT. SEC. 718.103(3), MUST DELIVER THE RECORDS TO THE OWNER AND/OR REPRESENTATIVE WITHIN 10 WORKING DAYS AFTER RECEIPT OF THE OWNER'S REQUEST. THIS IS A COURTESY NOTICE THAT THE CONDOMINIUM ASSOCIATION HAS FAILED TO DO SO AND A DEMAND THAT THE CONDOMINIUM ASSOCIATION IMMEDIATELY CURE THE NONCOMPLIANCE. THE OWNER RESERVES THE RIGHT TO EXERCISE ALL REMEDIES IN EQUITY AND AT LAW.

THIS IS A REMINDER THAT THE CONDOMINIUM ASSOCIATION MUST, IN PART:

- Permanently maintain all official records specified in Fla. Stat. Sec. 718.111(12)(a)1-6, from the inception of the Association to the present. Video recordings for meetings conducted via video conference must be maintained for at least 1 year after the date the video recording is posted as under paragraph (g). See Fla. Stat. Sec. 718.111(12)(a)1-6.
- Retain all other official records specified in Fla. Stat. Sec. 718.111(12)(a)7-15, 17-21, for at least 7 years unless otherwise specified by general law. See Fla. Stat. Sec. 718.111(12)(b).
- Provide access to the requested Records within 10 working days of receipt of a written request. Failure to do so creates a rebuttable presumption of the Association's willful non-compliance, which is subject to the penalties set forth below. See Fla. Stat. Sec. 718.111(12)(c)1.a.
- Make Records available within forty-five (45) miles of the Property or within the county where the Property is located. Alternatively, the Association may provide access electronically or via a website. See Fla. Stat. Sec. 718.111(12)(b).
- Allow the Owner and/or Representative to inspect the Records of the Association at all reasonable times at a reasonable expense if providing hard copies. See Fla. Stat. Sec. 718.111(12)(c)1.a.
- Allow Owner and/or the Representative to make copies of Records using personal devices (e.g., smartphones, tablets, portable scanners, cameras, or other technology capable of scanning or taking photographs) without charging the Owner and/or Representative fees or costs. See Fla. Stat. Sec. 718.111(12)(c)5).
- Provide a checklist to Owner and/or Representative detailing all Records provided and any Records that are unavailable. See Fla. Stat. Sec. 718.111(12)(c)1.b.
- Copies of declaration, articles of incorporation, bylaws, rules and amendments, as well as Q&A sheet, most recent financial statement, and budget shall be maintained on the condominium property. See Fla. Stat. Sec. 718.111(12)(c)5.

PENALTIES IF THE ASSOCIATION WILLFULLY WITHHOLDS OR FAILS TO PROVIDE ACCESS TO RECORDS:

DAILY PENALTIES: FINES, \$50 per calendar day, for up to 10 days, beginning on the 11th working day after the request for Records. See Fla. Stat. Sec. 718.111(12)(c)1.a.

CRIMINAL PENALTIES: **SECOND-DEGREE MISDEMEANOR.** For directors, board members, or managers who willfully and knowingly or intentionally violate access requirements. See Fla. Stat. Sec. 718.111(12)(c)2.

FIRST-DEGREE MISDEMEANOR. For any person who willfully and knowingly or intentionally defaces or destroys accounting records required to be maintained in Chapter 718, Fla. Stats., or who willfully and knowingly or intentionally fails to create or maintain accounting records required to be maintained with the intent of causing harm to the Association or one or more of its members. See Fla. Stat. Sec. 718.111(12)(c)3.

THIRD-DEGREE FELONY. For any person who willfully and knowingly or intentionally refuses to release or otherwise produce Association records with the intent to avoid or escape detection, arrest, trial, or punishment for the commission of a crime, or to assist another person with the same. See Fla. Stat. Sec. 718.111(12)(c)4.

ATTORNEYS' FEES: **LAWSUIT TO ENFORCE CONDOMINIUM ASSOCIATION COMPLIANCE.** The failure to permit inspection entitles any person prevailing in an enforcement action to recover reasonable attorney fees from the person in control of the records who, directly or indirectly, knowingly denied access to the records. See Fla. Stat. Sec. 718.111(12)(c)1.a.

DISCLAIMERS:

THIS IS INTENDED TO BE A LEGALLY BINDING CONTRACT. THIS FORM DOES NOT CONSTITUTE LEGAL ADVICE. IF NOT FULLY UNDERSTOOD, SEEK THE ADVICE OF AN ATTORNEY PRIOR TO SIGNING. THIS FORM DOES NOT CONSTITUTE AN OPINION THAT ANY OF THE TERMS AND CONDITIONS OF THIS FORM SHOULD BE ACCEPTED BY THE PARTIES IN A PARTICULAR TRANSACTION. ALL TERMS AND CONDITIONS MUST BE NEGOTIATED BASED UPON THE PARTIES' RESPECTIVE INTERESTS, OBJECTIVES, AND BARGAINING POSITIONS OF ALL INTERESTED PERSONS. ALL BUSINESS DECISIONS MUST BE MADE UNILATERALLY AND INDEPENDENTLY. THE PARTIES USE THIS FORM AT THEIR OWN RISK. IT CONTAINS GENERAL INFORMATION AND MAY NOT REFLECT CURRENT LEGAL DEVELOPMENTS OR INFORMATION. IF CONTAINS LINKS TO OTHER THIRD-PARTY WEBSITES, WHICH ARE ONLY FOR THE CONVENIENCE OF THE RECIPIENT. NOTHING IS INTENDED TO CREATE AN ATTORNEY-CLIENT RELATIONSHIP AND SHALL NOT BE CONSIDERED AS LEGAL ADVICE. THE INFORMATION IS NOT GUARANTEED TO BE CORRECT, COMPLETE, CURRENT, OR SUSTAINABLE. MIAMI REALTORS® MAKES NO WARRANTY, EXPRESSED OR IMPLIED, ABOUT THE ACCURACY OR RELIABILITY OF THE INFORMATION IN THIS FORM AND IN THESE MATERIALS. RECIPIENTS OF THE INFORMATION IN THIS FORM AND PARTIES USING THIS FORM SHOULD NOT ACT OR REFRAIN FROM ACTING ON THE BASIS OF ANY INFORMATION WITHOUT SEEKING APPROPRIATE LEGAL ADVICE ON THE PARTICULAR FACTS AND CIRCUMSTANCES AT ISSUE FROM AN ATTORNEY LICENSED IN THE RESPECTIVE PARTY'S STATE. MIAMI REALTORS® EXPRESSLY DISCLAIMS ALL LIABILITY WITH RESPECT TO ACTIONS TAKEN OR NOT TAKEN BY THE RECIPIENT BASED ON ANY OR ALL OF THE INFORMATION IN THIS FORM. BY USING THIS FORM, THE PARTIES ARE AGREEING TO THESE TERMS AND CONDITIONS.

CONDO SUMMIT: ELEVATED LIVING



MIAMI-10

NEW CONSTRUCTION CONDO DUE DILIGENCE CHECKLIST: BUILDINGS WITH 21+ UNITS

New Construction: Condominium Due Diligence Checklist

Florida Developer Sales – Buyer and Broker Toolkit

USE THIS TOOLKIT IF THE CONDOMINIUM HAS 21 OR MORE RESIDENTIAL UNITS

HOW TO USE THIS CHECKLIST:

This checklist is provided as an educational resource to assist buyers and real estate licensees in organizing statutory disclosures required under Chapter 718, Florida Statutes. Real estate licensees may assist in obtaining and organizing required documents, while buyers are responsible for reviewing disclosures and making purchase decisions.

Buyers are encouraged to consult qualified legal, financial, insurance, and engineering professionals when evaluating the information provided. This checklist is not intended to replace independent professional advice.

1. BEFORE YOU SIGN, CONFIRM:

<input type="checkbox"/>	The contract includes a 15-day right to cancel , with refund of deposit, beginning after execution of the contract and receipt of all documents required under Fla. Stat. Sec. 718.503 , or after receipt of any amendment that materially alters or modifies the offering in a manner adverse to the buyer. See Fla. Stat. Sec. 718.503(f)(a) ; Fla. Stat. Sec. 718.503(f)(b) . This statutory right cannot be waived.
<input type="checkbox"/>	Buyer received a Prospectus/Disclosure Statement/Offering Circular as required under Fla. Stat. Sec. 718.503(f)(b) ; Fla. Stat. Sec. 718.504 .
<input type="checkbox"/>	Buyer received all Exhibits as required under Fla. Stat. Sec. 718.504(2)(a)-(g) .
<input type="checkbox"/>	Buyer understands budget figures are estimates and actual expenses may differ.
<input type="checkbox"/>	Escrow agent is identified under Fla. Stat. Sec. 718.202 , and escrow receipt is available upon request if required. See Fla. Stat. Sec. 718.503(f)(a)7 .
<input type="checkbox"/>	Deposit refund conditions per Fla. Stat. Sec. 718.202 , are understood.
<input type="checkbox"/>	Written receipt for statutory documents executed and dated by buyer.

Note: The cancellation period begins only after the buyer receives all required statutory documents (shaded in green above) and acknowledges delivery.

2. STATUTORY DOCUMENT PACKAGE REQUIREMENTS

Developer Delivery Requirements – [Fla. Stat. Sec. 718.503\(f\)\(b\)](#); [Fla. Stat. Sec. 718.504](#).

A developer must provide a **Prospectus or Offering Circular**, including all exhibits if:

- The condominium contains **more than 20 residential units**, or
- The condominium is part of a multi-condominium development sharing property or facilities serving **more than 20 residential units in total**.

3. STATUTORY DOCUMENT CHECKLIST

Per [Fla. Stat. Sec. 718.504](#) The prospectus or offering circular must contain all that are applicable as outlined by the statute below, inclusive of the exhibits outlined in [Fla. Stat. Sec. 718.504\(2\)\(a\)-\(g\)](#).

CHECK OFF	DOCUMENT	DESCRIPTION
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MIAMI-11

NEW CONSTRUCTION CONDO DUE DILIGENCE CHECKLIST: BUILDINGS WITH 1-20 UNITS

New Construction: Condominium Due Diligence Checklist

Florida Developer Sales – Buyer and Broker Toolkit

USE THIS TOOLKIT IF THE CONDOMINIUM HAS 1-20 RESIDENTIAL UNITS

HOW TO USE THIS CHECKLIST:

This checklist is provided as an educational resource to assist buyers and real estate licensees in organizing statutory disclosures required under Chapter 718, Florida Statutes. Real estate licensees may assist in obtaining and organizing required documents, while buyers are responsible for reviewing disclosures and making purchase decisions.

Buyers are encouraged to consult qualified legal, financial, insurance, and engineering professionals when evaluating the information provided. This checklist is not intended to replace independent professional advice.

1. BEFORE YOU SIGN, CONFIRM:

<input type="checkbox"/>	The contract includes a 15-day right to cancel , with refund of deposit, beginning after execution of the contract and receipt of all documents required under Fla. Stat. Sec. 718.503 , or after receipt of any amendment that materially alters or modifies the offering in a manner adverse to the buyer. See Fla. Stat. Sec. 718.503(1)(a) ; Fla. Stat. Sec. 718.503(1)(b) . This statutory right cannot be waived.
<input type="checkbox"/>	Buyer received documents as required under Fla. Stat. Sec. 718.503(1)(b) .
<input type="checkbox"/>	Buyer understands budget figures are estimates and actual expenses may differ.
<input type="checkbox"/>	Escrow agent is identified under Fla. Stat. Sec. 718.202 , and escrow receipt is available upon request if required.
<input type="checkbox"/>	Deposit refund conditions per Fla. Stat. Sec. 718.202 are understood.
<input type="checkbox"/>	Written receipt for statutory documents executed and dated by buyer.

Note: The cancellation period begins only after the buyer receives all required statutory documents and acknowledges delivery.

2. STATUTORY DOCUMENT PACKAGE

Developer Delivery Requirements – [Fla. Stat. Sec. 718.503\(1\)\(b\)](#); [Fla. Stat. Sec. 718.504](#).

If a Prospectus is not required, the developer must instead deliver the statutory disclosure documents listed in **Items 1–20 below**.

3. STATUTORY DOCUMENT CHECKLIST

If **NOT** Subject to a Prospectus per [Fla. Stat. Sec. 718.504](#), copies of the following, as applicable under [Fla. Stat. Sec. 718.503\(1\)\(b\)](#):

CHECK OFF	STATUTE REFERENCE	DOCUMENTS
<input type="checkbox"/>	Fla. Stat. Sec. 718.503(1)(b)1	The question and answer sheet described in Fla. Stat. Sec. 718.504 , and declaration of condominium, or the proposed declaration if the declaration has not been recorded, which shall include the certificate of a surveyor approximately representing the locations required by Fla. Stat. Sec. 718.504 .
<input type="checkbox"/>	Fla. Stat. Sec. 718.503(1)(b)2	The documents creating the association.
<input type="checkbox"/>	Fla. Stat. Sec. 718.503(1)(b)3	The bylaws.
<input type="checkbox"/>	Fla. Stat. Sec. 718.503(1)(b)4	The ground lease or other underlying lease of the condominium.

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**GET THE
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LOGIN REQUIRED

