

## OWNER'S REQUEST FOR CONDOMINIUM DOCUMENTS

Pursuant to [Fla. Stat. Sec. 718.111\(12\)\(c\)1.b.](#), the Owner(s) is/are requesting the records indicated below from the Association as defined by [Fla. Stat. Sec. 718.103\(3\)](#). 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 ASSOCIATION MUST MAINTAIN FOR CONDOMINIUMS PURSUANT TO FLA. STAT. SEC. 718.111(12)(A)</b>			
<input type="checkbox"/>	1	<b>Developer Documents</b>	Plans, permits, warranties, and other items provided by the developer under <a href="#">Fla. Stat. Sec. 718.301(4)</a> . See <a href="#">Fla. Stat. Sec. 718.111(12)(a)1.</a>
<input type="checkbox"/>	2	<b>Declaration of Condominium</b>	Photocopies of the recorded declaration and amendments for each condominium operated by the Association. See <a href="#">Fla. Stat. Sec. 718.111(12)(a)2.</a>
<input type="checkbox"/>	3	<b>Bylaws</b>	Photocopies of the recorded bylaws and amendments. See <a href="#">Fla. Stat. Sec. 718.111(12)(a)3.</a>
<input type="checkbox"/>	4	<b>Articles of Incorporation</b>	Certified copies of the articles of incorporation or other documents creating the Association, including amendments. See <a href="#">Fla. Stat. Sec. 718.111(12)(a)4.</a>
<input type="checkbox"/>	5	<b>Rules of the Condominium Association</b>	Copies of the current rules of the Association. See <a href="#">Fla. Stat. Sec. 718.111(12)(a)5.</a>
<input type="checkbox"/>	6	<b>Minutes of Meetings/Videos*</b>	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 <a href="#">Fla. Stat. Sec. 718.111(12)(a)6.</a>
<input type="checkbox"/>	7	<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 <a href="#">Fla. Stat. Sec. 718.111(12)(a)7.</a>
<input type="checkbox"/>	8	<b>Insurance Policies*</b>	All current insurance policies of the Association and condominiums operated by the Association. See <a href="#">Fla. Stat. Sec. 718.111(12)(a)8.</a>
<input type="checkbox"/>	9	<b>Contracts and Agreements</b>	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 <a href="#">Fla. Stat. Sec. 718.111(12)(a)9.</a>
<input type="checkbox"/>	10	<b>Bills of Sale or Transfer</b>	Bills of sale or transfer for all property owned by the Association. See <a href="#">Fla. Stat. Sec. 718.111(12)(a)10.</a>
<input type="checkbox"/>	11a	<b>Receipts and Expenditures</b>	Accurate, itemized, and detailed records of all receipts and expenditures, including bank statements and ledgers. See <a href="#">Fla. Stat. Sec. 718.111(12)(a)11.a.</a>

CHECK ALL REQUESTED:	#	DOCUMENTS	DESCRIPTION
<input type="checkbox"/>	11b	<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 Association. See <a href="#">Fla. Stat. Sec. 718.111(12)(a)11.b.</a>
<input type="checkbox"/>	11c	<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"/>	11d	<b>Audits</b>	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 <a href="#">Fla. Stat. Sec. 718.111(12)(a)11.d.</a>
<input type="checkbox"/>	11e	<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 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"/>	12	<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"/>	13	<b>Rental Records</b>	All rental records if the 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"/>	14	<b>“Frequently Asked Questions and Answers” 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"/>	15	<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"/>	15	<b>Milestone Inspection Report (3 habitable stories or more)</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"/>	15	<b>Developer Turnover Report (Structural)</b> <small>Performed on or after July 1, 2023</small>	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"/>	15	<b>Developer Turnover Report (Non-Structural)</b> <small>Performed on or after July 1, 2023</small>	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"/>	16	<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> , must be maintained for at least 1 year after receipt of the bid See <a href="#">Fla. Stat. Sec. 718.111(12)(b).</a>
<input type="checkbox"/>	17	<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"/>	18	<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"/>	19	<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"/>	20	<b>Affidavits</b>	A copy of all affidavits required by this chapter. See <a href="#">Fla. Stat. Sec. 718.111(12)(a)20.</a>
<input type="checkbox"/>	21	<b>Other Written Records</b>	All other written records related to the operation of the Association not covered above. See <a href="#">Fla. Stat. Sec. 718.111(12)(a)21.</a> If yes, list here: _____ _____ _____

**OTHER RECORDS ASSOCIATION IS REQUIRED TO PREPARE, MAINTAIN, OR 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> and <a href="#">Fla. Stat. Sec. 718.111(12)(a)1.</a> , (if applicable or in association possession).
<input type="checkbox"/>	<b>Annual Financial Statement</b>	Prepared and provided pursuant to <a href="#">Fla. Stat. Sec. 718.111(13)</a> and official record under <a href="#">Fla. Stat. Sec. 718.111(12)(a)11.d.</a>
<input type="checkbox"/>	<b>Annual Budget</b>	As required by <a href="#">Fla. Stat. Sec. 718.112(f)</a> , and as specified in Bylaws.
<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)11.d.</a> Or a statement that the association has not completed one.
<input type="checkbox"/>	<b>Condo Governance Form</b>	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.
<input type="checkbox"/>	<b>Other Disclosures</b>	Required disclosures regarding buyer(s)' acknowledgement, milestone inspections, other disclosures outlined in the condominium rider, "CR-7.A. Condominium Rider" and the condo addendum, "CRSP17x.F (Condominium Association Addendum)." Both are in Form Simplicity.
<input type="checkbox"/>	<b>Estoppel Certificates</b>	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 <a href="#">Fla. Stat. Sec. 718.116(8)</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.i.</a>
<input type="checkbox"/>	<b>Conflicts of Interest, Transactions</b>	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 <a href="#">Fla. Stat. Sec. 718.111(12)(g)1.c.2.k.</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)(4)</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>Shaded Green</b>	Documents that sellers are required to provide for resales at their expense under Chapter 718 Fla. Statutes
<b>Marked with *</b>	Documents that sellers should provide to help determine financing options for buyers in advance.

**DISCLAIMERS:**

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