

Information for Condominium

Declarant:

Name: _____ Telephone No: (____) _____ Mailing Address: _____ Email Address: _____

Condo Declaration Information:

Condominium Name: _____ No. Units ____ [] New Construction [] Conversion	Unit Boundary: [] Interior walls – roof common area [] Exterior walls including roof
Create management committee: [] Yes [] No Units have: [] Garages [] Carports [] Specific Parking Reserve Special Declarant Rights [] Yes [] No	Collect .01% assessment on sale of unit [] Yes [] No Binding Arbitration Required: [] Yes [] No

Property Information:

Street Address: _____ City, State & Zip Code: _____ County: _____	
Legal Description: _____ _____ _____	
List any known title exceptions as shown on title commitment: _____ _____ _____	
Restrictive Covenants: [] Yes [] No. If yes obtain copy Architectural Control Approval Required [] Yes [] No	Zoning Issues [] Yes [] No [] Unknown

Existing Lender Information:

Name: _____ Loan Amount: \$_____ Loan Date: _____, 20__ Lien Recording Information: _____	Partial Releases in place: [] Yes [] No Need to subordinate [] Yes [] No
---	--

Association & Unit Information:

Association Name: _____	Address: _____
<p>Unit 1/A: Units designated by [] Alpha or [] numeric numbering Share of Common Elements: _____ % Share of Expenses: _____ % No. of Association Votes: _____ No. of floors: _____ No. of bedrooms _____ No. of bathrooms _____ [] Garage parking for ____ cars [] Carport parking for ____ cars [] Designated parking area for ____ cars</p>	<p>Unit 2/B: Units designated by [] Alpha or [] numeric numbering Share of Common Elements: _____ % Share of Expenses: _____ % No. of Association Votes: _____ No. of floors: _____ No. of bedrooms _____ No. of bathrooms _____ [] Garage parking for ____ cars [] Carport parking for ____ cars [] Designated parking area for ____ cars</p>
<p>Unit 3/C: Units designated by [] Alpha or [] numeric numbering Share of Common Elements: _____ % Share of Expenses: _____ % No. of Association Votes: _____ No. of floors: _____ No. of bedrooms _____ No. of bathrooms _____ [] Garage parking for ____ cars [] Carport parking for ____ cars [] Designated parking area for ____ cars</p>	<p>Unit 4/D: Units designated by [] Alpha or [] numeric numbering Share of Common Elements: _____ % Share of Expenses: _____ % No. of Association Votes: _____ No. of floors: _____ No. of bedrooms _____ No. of bathrooms _____ [] Garage parking for ____ cars [] Carport parking for ____ cars [] Designated parking area for ____ cars</p>
<p>Repairs & Maintenance: Association will maintain/repair: [] Roof [] All exterior walls []</p>	<p>Each Unit Owner will maintain/repair: [] Exterior of Owner's Unit [] Limited Common Area of Unit [] A/C serving the Unit [] The roof of Owner's Unit</p>

Condo Restrictive Covenants:

Commercial Use	Parking outside designated areas
Subdivision of a Unit	Inoperable vehicles
Excessive Noise or music	Nuisance or noxious activities
Exterior Speakers, whistles, etc	More than two pets
Unit rental of less than six months	Window A/C Units
Debris, Unraked leaves etc	Storage of hazardous materials
Bulk materials such as metal, lumber, etc	Temporary structures
Conversion of garage into living area	Outside Antenna

Storage outside Unit, Garage or designated area	
---	--

Additional Information:

Unit Boundaries will be: <input type="checkbox"/> Interior walls (exclude roof) <input type="checkbox"/> Exterior walls (include roof)	The Condos were created by: <input type="checkbox"/> New construction <input type="checkbox"/> Remodel of existing construction <input type="checkbox"/> Existing construction – no remodel
When a Unit is sold (excluding sale by Declarant) a .01% transfer fee payable to the Association <input type="checkbox"/> Will be collected <input type="checkbox"/> Will not be collected	Assessments will first be collected when: <input type="checkbox"/> The last Unit is sold <input type="checkbox"/> When Board of Director determines to collect
Disputes will be submitted to mediation first <input type="checkbox"/> Yes <input type="checkbox"/> No	Declarant will reserve special declarant rights <input type="checkbox"/> Yes <input type="checkbox"/> No

Initial Directors of Owners' Association (Three required):

Name:	Address:

Initial Officers of Corporation: (Must include a president and secretary. You may also name a vice-president and treasurer. All offices may be held by one person.)

Title:	Name:	Address:
President		
Secretary		
Vice President		
Treasurer		

Registered Agent and Registered Office: (Address must be a physical address. P.O. boxes are not acceptable. Anytime this address changes, the Secretary of State must be notified.)

Name of Registered Agent:	Address:

Annual Meeting: (Non-Profit corporations are required to have annual meetings of its members and board of directors. Select the month for annual meetings. If you do not select a month, we will use March. _____)

Additional Information: (Please provide any additional information relevant to the entity you want to create.)

Notes/Questions: