

TURNOVER CHECKLIST: DEVELOPER TO ASSOCIATION AND MANAGER

Florida condominium. The first group follows the list in s. 718.301(4).

Project and address:

Developer:

Manager taking over:

Number of units:

Handover date:

Date of this checklist:

Checklist

No.	Item	Done	Remarks and date
DELIVERED BY THE DEVELOPER AT TURNOVER (S. 718.301(4))			
1	Recorded declaration of condominium and all amendments, articles of incorporation, bylaws, minute books and house rules	☐	
2	Resignations of the officers and board members who are required to resign	☐	
3	Financial records and statements from incorporation to turnover, audited by an independent CPA	☐	
4	Association funds, or control of them	☐	
5	Inventory of the association's tangible personal property	☐	
6	Plans and specifications, with the certificate that they are the ones used in construction	☐	
7	List of the contractors, subcontractors and suppliers who built the property	☐	
8	Insurance policies, certificates of occupancy and the permits still in force	☐	
9	All written warranties of the contractor, subcontractors, suppliers and manufacturers that are still effective	☐	
10	Roster of unit owners with addresses and telephone numbers, if known	☐	
11	Leases of the common elements and other leases to which the association is a party	☐	
12	Employment and service contracts, including the management contract, and all other contracts to which the association is a party	☐	

No.	Item	Done	Remarks and date
13	Turnover inspection reports under seal of an architect or engineer, including the structural integrity reserve study	☐	
DOCUMENTS			
14	Operating manuals and maintenance schedules for the building systems (elevators, heating and cooling, fire safety)	☐	
15	Latest inspection records of the elevators, fire systems and other equipment that is inspected	☐	
COMMON PARTS, DEFECTS AND WARRANTIES			
16	Walk-through of every common part with the manager and, if possible, owners' representatives	☐	
17	Signed list of open defects, each with a deadline and who answers for it	☐	
18	Warranty register: what is covered, by whom and until when, with the claim procedure	☐	
19	Keys, access cards, remotes and codes counted and signed for	☐	
20	Meter readings for the common supply on the day of handover, with photos	☐	
A CLEAN FINANCIAL START			
21	Separate bank account opened in the association's name	☐	
22	Opening balance, with what the developer has paid and what is still owed by it	☐	
23	First budget and the advance payments that cover it	☐	
24	Reserve or repair fund opened, with the rule for how it grows	☐	
25	Unpaid bills and open orders at handover, each stating who pays	☐	
OWNERS AND COMMUNICATION			
26	List of owners with their units, shares and contact details, as far as the law allows it to be passed on	☐	
27	Date and agenda of the first owners' meeting agreed	☐	
28	Way for owners to report a problem and to see its status explained in writing	☐	
29	Contact for emergencies at any hour given to every owner	☐	

For the developer (name, role, date)

For the manager (name, role, date)

Signature

Signature

This checklist is general information, not legal advice. The first group follows s. 718.301(4) of the Florida condominium act; the statute is the authority, and an attorney should check it against your project.