

CONDOMINIUM DEVELOPMENT CHECKLIST

1. Basic information

What is the name of the condominium? _____

What is the street address of the condominium? _____

In what county is the condominium located? _____

Developer Name: _____

Composition of Developer entity and percentages of ownership: _____

Developer Address: _____

Developer Telephone No.: _____

Contact Person: _____

Telephone No.: _____

Email address: _____

Who will be the authorized signatory for the documents? _____

What is the authorized signatory's title? _____

Where will the documents be executed (needed for notary block/attestation): _____

2. Nature of the condominium (please check as applicable)

- Single-family detached units (looks like a subdivision – see question 8)
- Multi-family attached units (duplex/triplex/quadruplex)
- Multi-story building containing residential units
- Hotel condominium (i.e., for investment purposes)
- “Dockominium”
- Leasehold condominium

- Land condominium (selling unimproved plots of land)
- Commercial condominium
 - office uses
 - retail stores
- hotel components
- restaurants and bars
- entertainment complex
- health club/spa
- other: _____
- Mixed use condominium (residential and commercial components)
- Part of a multi-condominium structure
- Other: _____

3. Is this a conversion of existing, previously occupied improvements?

- Yes No

4. Will the condominium initially contain timesharing plans or interval ownership units? Yes No

A. If yes:

1. What is the length of the time share period? _____
2. How many time share periods are set aside for maintenance? _____
3. How many time share periods are described in the filing to be made with the division? _____
4. Will the time share project participate in an exchange project?
 - Yes No
 - a. If yes, please name the network: _____

5. Should the developer have the reserved right to create time sharing estates in the condominium at some future time? Yes No

6. **Is this a phase condominium?** Yes No

A. If yes:

1. How many phases will there be and how many units will be in each phase?

2. Are all units in all phases to be registered with the regulatory agency with the initial filing? YES NO

a. If no, please indicate what units are to be filed: _____

3. What is the anticipated date for completion of all improvements in the first phase(s) being submitted to condominium ownership?

B. If no:

1. How many units will be in the condominium? _____

a. Are there guest suites for use by the unit owners? Yes No

1. If yes, are such suites included in the total number of units?
 Yes No

b. How many residential units? _____

c. How many commercial units? _____

d. Are there any lockoff units (i.e., where one unit is actually comprised of two living spaces that can be occupied separately if desired)? Yes No

1. If yes, is each portion of the lockoff considered to be a separate unit? Yes No

2. What is the anticipated date for completion of all improvements in the condominium? _____

7. **Please check which one of the following best defines the unit boundaries and the maintenance responsibilities of a unit owner:**

- The unit is a volume of space lying vertically between the unfinished interior surfaces of the ceiling and floor and horizontally between the unfinished interior surfaces of the exterior boundary walls of the unit—the unit shall include all interior non-load bearing walls - the unit owner shall be responsible for maintaining all unfinished interior surfaces of the walls, floor and ceiling,

all piping, lines and wiring located within the unit boundaries and all air-conditioning equipment relating to the unit (the “cube of air” concept, meaning the unit owner owns everything within the defined cube of air).

- The unit is a volume of space which includes all portions of the structure, including the roof, foundation and all walls - the unit is bounded by the vertical projections of the unit boundaries as shown on the condominium drawings - the unit owner is solely responsible for maintenance of the building (the “column of air” concept, meaning the unit owner owns everything within the defined column of air).

8. If the unit is a single-family detached unit, is there a “backyard” area contained within the unit boundaries? Yes No

A. If yes:

1. Does the unit owner have to maintain the area of the backyard?
 Yes No
2. If there is landscaping in the backyard, who is responsible for the maintenance and irrigation? unit owner condominium association other
3. As for swimming pools and/or spas being permitted in the backyard:
 Some, but not all, units will be designed to permit a pool and/or to be located within the unit boundaries;
 All units will be designed to permit a pool and/or spa to be located within the unit boundaries;
 No pools and/or spas will be permitted.
4. Will the backyard area be fenced in? Yes No
 - a. If yes, who is responsible for maintenance of the fence?
 unit owner condominium association other
5. What specific use restrictions pertaining to the backyards are required? _____

9. Please identify the engineer/surveyor which will be responsible for creating the condominium drawings (name, address, email and telephone number):

