

## **Community Start Up List**

In order to set the accounts up and have adequate information for the operation of the community, we would like to have as much of the following information as possible:

- Exact Legal name of Association (as Incorporated) \_\_\_\_\_
- Federal tax ID# (Required) \_\_\_\_\_
- Date of Incorporation \_\_\_\_\_
- Physical address of Entrance \_\_\_\_\_
- County where located \_\_\_\_\_
- Fiscal year \_\_\_\_\_
- Contract Start Date \_\_\_\_\_
- Provide All : Covenants /Articles of Incorporation / Bylaws/ Corporate Book
- Dues Amount \$ \_\_\_\_\_ Due date \_\_\_\_\_ (billing cycle)
- Late Date \_\_\_\_\_
- Late Fee Amount \$ \_\_\_\_\_ or \_\_\_\_\_ %
- Initiation fee \$ \_\_\_\_\_ (if applicable)
- Re-initiation fee (if applicable) \$ \_\_\_\_\_
- Number of lots at build out \_\_\_\_\_ Number of Phases \_\_\_\_\_
- Each Phase-number of lots \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_
- (Circle Type) Single Family Townhome Mixed Condo Other
- For Condo and Townhome Units, is the Association responsible for:
  - Exterior Maintenance \_\_\_\_\_
  - Termite Bond \_\_\_\_\_
  - Hazard insurance \_\_\_\_\_
- Are townhomes or condo units on a master water meter? \_\_\_\_\_
- List all services provided for with HOA dues (attach detailed list)
  - Trash service: Owner or Association Responsibility
  - Lawn Maintenance: Owner or Association Responsibility
  - Landscaping Company \_\_\_\_\_
  - Retention or detention ponds # \_\_\_\_\_
  - Street Lighting: how many \_\_\_\_\_ Is the Association Responsible \_\_\_\_\_
- Initial operating fund start up check for Association account amount \$ \_\_\_\_\_
- Closing attorney contact info \_\_\_\_\_

## **Community Start Up List Continued**

- Provide detailed directions to community:

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- (Circle one) Private or public streets
- Gated Community (swipe cards or key pad)
- Copy of plat provide separately
- Average home price \_\_\_\_\_
- Latest Financials (attach)
- Homeowners database list
- Detailed Delinquency list/ documentation of correspondence
- Any budget info available
- Collections report (if applicable)
- Recreation area address (if applicable) \_\_\_\_\_
- Pool Company \_\_\_\_\_
- Amenities list (if applicable) circle 2 pool tennis cabana clubhouse lake trails playground  
workout room (list all others) \_\_\_\_\_
- Physical Pool Address \_\_\_\_\_
- Provide set of keys or codes to amenities or access areas (if applicable)
- List of all current service providers/contact list/account numbers (attach separate sheet)
- Copies of any existing contracts with vendors (attach)
- All insurance info coverage, declaration page
- Signed copy of our contract (LCM will provide)
- Verbiage for main website page, digital pictures if available
- Sales agent and other contact information if applicable) \_\_\_\_\_

Thank you for your time. Please contact our offices with any questions you may have.

Liberty Community Management Office: (770) 466-6331 Fax: (770) 466-6355 kpd@libertycm.com