



# SET UP CHECK LIST

## HOMEOWNER ASSOCIATIONS

- [ ] SIGNED PROPERTY MANAGEMENT AGREEMENT
- [ ] COPY OF C, C, & R's, BY-LAWS, AND ARTICLES OF INCORPORATION
- [ ] LIST OF BOARD OFFICERS: NAMES, ADDRESSES, PHONE NUMBERS
- [ ] LIST OF COMMITTEES: CHAIR PERSON, PHONE NUMBER
- [ ] PLAT MAP / STREET MAP
- [ ] LIST OF VENDORS CURRENTLY USED AND PHONE NUMBERS
- [ ] LIST OF UTILITY COMPANIES, ACCOUNT NUMBERS, PHONE NUMBERS
- [ ] SCHEDULE FOR DUES BILLING WITH DATES TO MAIL STATEMENTS
- [ ] RULES, FINES POLICY
- [ ] CERTIFICATION OF INSURANCE – LIABILITY AND DIRECTORS & OFFICERS  
COVERAGE
- [ ] SIGNED BANK ACCOUNT SET UP FORMS
- [ ] FEDERAL TAX I.D. NUMBER
- [ ] WA UBI NUMBER, COPIES OF LAST NON-PROFIT CORP. REPORT
- [ ] OTHER: \_\_\_\_\_