

GETTING STARTED

Here's a checklist of items we need to get started.



We want your transition to Premier to be as smooth as possible. For your convenience, the following is a list which will help you collect important items and information. The sooner they're in our hands, the sooner you can forget about them.

LEGAL ITEMS

- The Master Deed.
- The Condominium Trust.
- The Condominium By-Laws and/or The Condominium Rules & Regulations (*if applicable*).
- The current Condominium Trustees' Certificate.
- The insurance policy currently in effect for the building.
- Any pending legal actions.

BUILDING ITEMS

- A current list of all unit owners, including their home address, home phone number, work phone number and email address.
- A list of current building tenants and their respective phone number(s).
- All unit owner files.
- A description of current parking arrangements.
- A list of current utility accounts (*electricity, gas, oil, etc.*) and their respective account numbers.
- Copies of the current vendor contracts.
- Heating system information (*gas, oil, electric, tank size, current vendors, etc.*)
- Current elevator maintenance company/contract.
- Laundry vendor information.

- Has the building's fire alarm been tested recently? Is it connected to central station? If yes, please provide the name, address and phone number of your central station vendor.
- If the condominium association currently has its own janitor and would like to continue to use this person, what is his/her name, address, phone number and how much does he/she charge per month? Does this cost include light bulbs?

FINANCIAL

- The Condominium Budget.
- Past tax returns or The Condominium Trust's Federal Tax Identification number (*also known as the "O4 number"*).
- A final check from The Condominium Trust's current operating account (*this check will be used to open a new bank account*).

- A final check from The Condominium Trust's current reserve account (*this check will be used to open a new reserve account*).
- A list of delinquent unit owners, including how much they owe and for which months.
- A list of outstanding payables.

KEYS

- A front door key.
- Keys to all the units (*if applicable*).
- The master key to the building (*if applicable*).
- Keys to the utility room, meter room, boiler room, etc.

NOTE: The association has the option of maintaining its existing vendors. Any change in vendors must be approved by The Board.

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