

Condo Document Checklist

Love the unit. Investigate the association.

A condo can change how much you maintain yourself, but it does not make maintenance costs disappear. I want you to understand the association as well as the home you are buying.

1. Ask for the documents early

- ☐ Obtain the master deed or declaration, trust or bylaws, amendments and current rules. Have your attorney review how they apply to the unit and your plans.
- ☐ Request association financials: the operating budget, recent financial statements, balance sheet and reserve balances. Ask for a reserve study if available and a capital plan for major upcoming projects.
- ☐ Ask for recent board and owner meeting minutes. I would request 12-24 months where available, along with assessment notices and information about association loans.

2. Understand what you are responsible for

- ☐ Clarify who maintains, replaces and pays for roofs, decks, windows, siding, doors and other common components, including shared equipment. "The association handles the outside" is not specific enough.
- ☐ Check the rules that affect your everyday life: pets, parking, leasing, renovations, storage and use of common areas. Do not rely on what a neighbor says is allowed.
- ☐ Request the master insurance policy, coverage summary and deductibles. Have your insurance professional compare them with the individual coverage you need.

Look at the whole picture.

Condo buying tips from Mary McCauley

A low fee can look attractive. The better question is whether the association is collecting enough to care for the property and prepare for the work ahead.

3. Connect the money to the buildings

- ☐ Compare the money already saved with annual reserve contributions and expected major repairs. Ask: What capital expenses are coming? Is the funding plan enough? Are dues covering operating costs, or are there deficits or delinquencies?
- ☐ Read meeting minutes for repairs discussed repeatedly, changing estimates, insurance issues and decisions that have not yet been funded.
- ☐ Ask about approved or proposed assessments and association borrowing. Have your attorney clarify the unit's share, payment dates and how your contract allocates costs.

4. Bring the right people in before your deadline

- ☐ Send the documents to your lender early. Your preapproval is only part of the financing review; the condo project may also need to qualify.
- ☐ Have the lender confirm the applicable project-review path and reserve requirements, including any changes that apply to your loan's timing.
- ☐ Resolve open legal, lending and insurance questions before the relevant contract deadlines. I can help organize the questions and keep the follow-up moving.

Free to download. Please share this checklist with someone who could use it. Questions? Mary: (978) 496-6739.

Read more: [Condo due diligence](#). General tips; confirm property-specific details and contract deadlines with the appropriate professionals. Updated September 19, 2026.