



Towne & Country Building Inspection, Inc.

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WHO IS RESPONSIBLE FOR WHAT?

CONDOMINIUM AND COMMUNITY ASSOCIATION CHECKLIST

This checklist will help you methodically determine the division of responsibilities between the homeowner and the community association. Sometimes, the responsibilities may be shared. For example, it may be the homeowner's responsibilities to treat the wood on a balcony, but the associations's responsibility to repair or replace it.

Some suggested abbreviations for use in filling in the blanks:

- A - Association,
- H - Homeowner
- N/A - Not applicable

Does the association have an inventory listing all of the items marked "A", their present condition, their estimated remaining useful life, estimated cost of replacement, and a funding plan designed to cover present and future maintenance, repairs, and replacements?

Ask for a copy of the association's latest professional reserve study.

INSPECT BEFORE YOU INVEST

\$25

Home or Radon Inspection Coupon

\$25 off standard rates. Not combinable with any other coupons. Must mention coupon at time of scheduling appointment to receive discount. Full payment due at time of home inspection in order to receive coupon credit.

TC1101-1



WHO IS RESPONSIBLE FOR WHAT?

CONDOMINIUM AND COMMUNITY ASSOCIATION CHECKLIST

	MAINTENANCE	REPAIR	REPLACEMENT
Sidewalk - Common			
Sidewalk - Individual			
Fences - Common			
Fences - Individual			
Roads and Curbs - Common			
Community Signs			
Community Club House			
Community Golf Course			
Roadway Lights			
Yard Lamps			
Entrance Lights - Common			
Entrance Lights - Individual			
Hallways, Foyers, Stairways - Common			
Trees - Common			
Trees - Individual			
Shrubs - Common			
Shrubs - Individual			
Flowers - Common			
Flowers - Individual			
Lawns - Common			
Lawns - Individual			
Gutters - Common			
Gutters - Individual			
Down Spouts - Common			
Down Spouts - Individual			
Splash Blocks - Common			
Splash Blocks - Individual			
Down Spout Extensions - Common			
Down Spout Extensions - Individual			
Down Spout Underground Drains - Common			
Down Spout Underground Drains - Individual			
Roof - Common			
Roof - Individual			
Roof Flashings - Common			
Roof Flashings - Individual			
Chimneys - Common			

	MAINTENANCE	REPAIR	REPLACEMENT
Plumbing Stack Pipes - Common			
Plumbing Stack Pipes - Individual			
Roof Vents - Common			
Roof Vents - Individual			
Siding - Common			
Siding - Individual			
Storm Doors & Frames - Common			
Storm Doors & Frames - Individual			
Storm Windows & Frames - Common			
Storm Windows & Frames - Individual			
Window Screens - Common			
Window Screens - Individual			
Exterior Doors & Frames - Common			
Exterior Doors & Frames - Individual			
Exterior Windows & Frames - Common			
Exterior Windows & Frames - Individual			
Exterior Hose Bibbs - Common			
Exterior Hose Bibbs - Individual			
Exterior Electric Receptacles - Common			
Exterior Electric Receptacles - Individual			
Exterior Electric Meter - Common			
Exterior Electric Meter - Individual			
Electric Service Entrance Cable - Common			
Electric Service Entrance Cable - Individual			
Underground Electric Service - Common			
Underground Electric Service - Individual			
Exterior Electric Circuit Breaker - Individual			
Water Mains - Common			
Branch Water Lines - Common			
Branch Water Lines - Individual			
Main Sewage Lines - Common			
Branch Sewage Lines - Common			
Branch Water Lines - Individual			
Private Sewage Treatment Facilities			
Water Meters - Common			
Water Meters - Individual			
Carports - Common			
Carports - Individuals			
Gas Lines - Common			
Gas Lines - Individual			

	MAINTENANCE	REPAIR	REPLACEMENT
Gas Meters - Common			
Gas Meters - Individual			
Garage Doors & Frames - Common			
Garage Doors & Frames - Individual			
Swimming Pools			
Tennis Courts			
Golf Course			
Exercise Facilities			
Pest Control - Common			
Pest Control - Individual			
Patios			
Porches - Common			
Porches - Individual			
Decks - Common			
Decks - Individual			
Balconies - Common			
Balconies - Individual			
Meeting Rooms - Common			
Elevator			
Guard Shack			
Retaining Walls - Common			
Retaining Walls - Individual			
Driveways - Common			
Driveways - Individual			
Security System			
Foundation Cracks - Common			
Foundation Cracks - Individual			
Basement Leakage			
Doorbell - Common			
Doorbell - Individual			
Mail Boxes			
Soffit Vents - Common			
Soffit Vents - Individual			
Gable Louvers - Common			
Gable Louvers - Individual			
Exterior Exhaust Fan Vents			
Clothes Dryer Exterior Vents			
Exterior Furnace Vent Pipes			
Exterior Water Heater Vent Pipes			
Fireplace Exterior Vents			

MAINTENANCE REPAIR REPLACEMENT

	MAINTENANCE	REPAIR	REPLACEMENT
TV Antennas			
Smoke Alarms - Common			
Central Heating Plant			
Central Cooling Plant			
Central Water Heater			
Snow Removal - Common			
Snow Removal - Individual			
Garbage Pickup - Common			
Garbage Pickup - Individual			
Water Bill - Common			
Water Bill - Individual			
Grounds Maintenance - Common			
Grounds Maintenance - Individual			
Lawn Maintenance - Common			
Lawn Maintenance - Individual			
Exterior Window Cleaning - Common			
Exterior Window Cleaning - Individual			
Exterior Painting - Common			
Exterior Painting - Individual			
Laundry Room			
Sprinkler System			
Hallway Carpet			
Breezeway			
Spa			
Lintels			
Intercom			
Skylights			
Patio Furniture			
Pool Furniture			
Security System			
Radon			
Pond(s) Retention/Detention			
Playground(s)/Tot Lot(s)			
Lead-Base Paint			
Pool House			
Underground Parking			
Exterior Walls - Common			
Exterior Walls - Individual			
Asbestos			