

ISLAND ESTATES ASSOCIATION INFORMATION  
CHECKLIST AND RECEIPT  
NEW OWNERS

Island Estates Association

Escrow# \_\_\_\_\_

Property Address \_\_\_\_\_

Seller: \_\_\_\_\_ Buyer \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Information regarding an Association required by law:

- \_\_\_ 1. Copy of the bylaws and the rules of the association.
- \_\_\_ 2. Copy of the declaration of Covenants, Conditions, and Restrictions (CC&R's)
- \_\_\_ 3. Date Statement containing:
  - a.) The telephone number and address of a principal contact for the association, which may be an association manager, management company, officer of the association or any other designated by the Board of Directors.
  - b.) The amount of the common regular assessment and the unpaid common regular assessment, special assessment or other assessment, fee or charge currently due and payable from the Seller.
- \_\_\_ 4. A copy of the current operation budget of the association.
- \_\_\_ 5. A copy of the most recent annual financial report of the association, if the report is more than ten pages, the association may provide a summary of the report in lieu of the entire report.

The items checked above have been provided to the undersigned by the HOA Manager.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print: \_\_\_\_\_ Date: \_\_\_\_\_