

CONDOHQ, LLC Management Application

Thank you for considering CondoHQ, LLC as your property management partner. Please complete the form below to help us better understand your community and needs. *We look forward to reviewing your application and discussing how we can support your association.*

1. Association Information

Association Name: _____

Property Address/Location: _____

Number of Units: _____

Number of Buildings: _____

Year(s) Built: _____

Fiscal Year: _____

2. Current Management Status

Is the Association currently self-managed? (Yes/No): _____

If managed, current management company: _____

Reason for seeking new management: _____

3. Board Contact Information

Primary Contact Name: _____

Position on Board (President, Treasurer, etc.): _____

Phone Number: _____

Email Address: _____

Preferred Method of Contact (Phone/Email): _____

4. Governance and Meetings

Is there an active Board of Directors; number of Directors? (Yes/No): # _____

Frequency of Board Meetings: _____

Are Annual Owner Meetings held; when are they held? (Yes/No): _____

5. Financial Information

Current Annual Operating Budget: \$ _____

Current Frequency of Assessments (Monthly/Quarterly,/Annual): _____

Are there outstanding loans or special assessments? (Yes/No): _____

If yes, please describe: _____

Delinquency Rate (% of owners behind on dues): _____ %

6. Property Details

Amenities (check all that apply):

☐ Clubhouse ☐ Pool ☐ Fitness Center ☐ Parking Garage

☐ Landscaped Common Areas ☐ Other: _____

Major Upcoming Projects (roofing, paving, painting, etc.):

7. Services Requested

(Check all that apply)

☐ Full-Service Property Management (Administration, Financial, Physical)

☐ Financial-Only Management

☐ Project Management for Capital Projects

☐ Maintenance Coordination and Emergency Labor

☐ Other: _____

8. Timeline and Transition

Desired Start Date for Management Services: _____

Current Management Contract End Date (if applicable): _____

9. Additional Comments or Information

(Please share any special concerns, unique features, or goals for your community.)

Submit Completed Applications To:

Email: info@condohqs.com

Mail: CondoHQ, LLC, 237 Main Street, #1, Kingfield, ME 04947

Phone: (207) 265-4663

Website: www.condohqs.com