

## **WHAT WE DO & DON'T DO**

### **What we DO:**

- File annual State renewals to keep the HOA approval current
- File annual HOA Taxes
- Resale Certificates
- Complete Lender Questionnaires when transferring ownership or refinancing
- Complete Escrow Questionnaires when transferring ownership or refinancing
- Maintain records of homeowner contact information / ownership transfers
- If Project is FHA approved, we maintain renewal (as applicable by project)
  - Note: No FHA Approval is needed if property meets site condo definition (Site Condo:
    - condo single family or condo a) horizontally attached townhouse where unit consists of dwelling and land)
- Ensure any master insurance policies meet lending requirements and remain current (as applicable by project)
- Maintain budgets for projects that require a budget
- Consultative services to assist buyers and homeowners with the lender-approval process (for the clients mortgage company)

### **What we DON'T DO:**

- Do not manage changes to CCR's – these would be referred back to the original attorney
- Do not manage property repairs – these are managed by Homeowners individually
- Are not an intermediary for homeowner disputes or any type of legal