

CONDOMINIUM CHECK LIST

- _____ Town / Village / City of: _____
- _____ Compare to current S/B/L: _____
- _____ Owner of Record: _____
(In title block or in notes)
- _____ Last revision date: _____
- _____ Copy of offering plan showing % of each unit – number of units must = 100%
- _____ Number of units created _____
- _____ Check declaration metes and bounds description. Map - all courses and bearings labeled
- _____ Attorney General Acceptance of Declaration/Offering Plan
- _____ Road names
- _____ licensed land survey STAMP/SEAL and surveyor certification stating survey completion date.
- _____ Same name on condo map and declaration
- _____ Must be not less than 8 ½ x 11 inches and not more than 34 x 44 inches in size.
- _____ Plans must show building locations, show model type, building layout with unit square footage and dimensions.
- _____ Print TMRS screen to look for notes on original S/B/L
- _____ Check RPS records for discrepancies with TMRS records

All taxes must have been paid to the Commissioner of Finance.

The Tax Map Department may need time to review the condominium filing.