



COMDOCPRO

Obtaining ASSOCIATION DOCUMENTS

During a Real Estate transaction the Seller is obligated to provide to Buyer, at Seller's expense, the Association Documents. Please find below suggested helpful tips that help a seller obtain these documents.

Know the name of your Homeowners Association (HOA) and any related sub-associations

- If you don't know the HOA, know the subdivision of your property
- This information can be found on county records, Final Title policy, Recorded Warranty Deed, etc., or ask a neighbor!
- Look through the paperwork when you purchased your property for HOA information that is usually obtained on the HOA Status Letter
- See who you are making monthly, quarterly, or annual payments to, and most importantly how many companies you pay dues to

Know the Association Documents Deadline in the contract and have a list of required document needed to satisfy contract requirements by providing them to the buyer(s)

- The Association Document Deadline can be found on page one of the 2023 Residential Contract, under item 9 (see below):

		Owners Association
9	§ 7	Association Documents Deadline
10	§ 7	Association Documents Termination Deadline

- Documents must be delivered to the buyer on or before the Association Documents Deadline
- ComDocPro can provide a full checklist of the required documents by requesting it through the "Seller Assistance" link
- To make a request visit our website at comdocpro.com

Contact information related to your HOA in order to obtain the Association Documents

- If there is a website - need login info (username and password) or need to request this info from the HOA(s) to enter into the website portal
- If there is not a website - who to contact: the management company and/or board members of the HOA
- If there is a "partial" website - when not all of the docs are on their website, need to review for whatever is available, then contact the management company and/or board members for missing items
- Does your HOA go through a management company (hired by the HOA to handle some or all of the functions of a running HOA)? If so, does the management company go through a third party vendor? These are questions to ask the HOA.

Helpful Links:

- How to find HOA Contact Information
<https://www.hopb.co/blog/how-to-find-the-homeowners-association-information-for-a-property>
- Secretary of State (SOS) entity look up
<https://www.sos.state.co.us/biz/BusinessEntityCriteriaExt.do>
- Colorado Department of Regulatory Agencies
<https://www.colorado.gov/dora>

ComDocPro

Phone: 303-676-8482

Email: docs@comdocpro.com

www.ComDocPro.com



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