

FLORIDA CONDO SALES: REQUIRED DOCUMENT CHECKLIST

Florida law requires buyers to receive certain condo documents before completing their purchase. Buyers now have 7 business days to review them. If the documents are not provided, the buyer can cancel the contract later — even after your condo is under contract. Having these ready upfront helps keep your sale on track and prevents delays.

Documents Needed

- ☑ Declaration of Condominium
- ☑ Articles of Incorporation
- ☑ Bylaws and Rules of the Association
- ☑ Most Recent Annual Financial Statement
- ☑ Current Annual Budget
- ☑ FAQ & Answers Document (if available)

- ☑ *Minutes of Condominium Association Board meetings
  for the 12 months preceding the Effective Date
- ☑ *Minutes of Condominium Association member meetings
  for the 12 months preceding the Effective Date
- ☑ *Agendas for all Condominium Association Board meetings
  for the 12 months preceding the Effective Date
- ☑ *Agendas for all Condominium Association member meetings
  for the 12 months preceding the Effective Date
- ☑ *Insurance Declaration Pages held by the Condominium Association
  for general liability, hazard/windstorm, and any required or existing flood policies

*These are not required for the sale of a condo, however they may be requested by the buyer as part of their review period. If they are not provided at the time the disclosure is signed, the buyer's 7-business-day cancellation period does not begin until all requested documents are delivered. For this reason, we strongly recommend gathering these items in advance so the review clock starts immediately and your sale stays on track.

- ☑ Milestone Inspection Report — Applies to buildings of three stories or more once they reach 30 years of age (25 years if located within three miles of the coast) and must be repeated every 10 years thereafter
- ☑ Structural Integrity Reserve Study — Applies to buildings of three stories or more once they reach 30 years of age (25 years if located within three miles of the coast) and must be repeated every 10 years thereafter
- ☑ Turnover Inspection Report — Only needed if developer turnover occurred on or after July 1, 2023

What Happens Next

Our listing team will follow up with you about these documents before we go live on the market. You have two options:

A. Provide your online portal login (the easiest option) so we can download everything directly for you.

B. Send them in PDF format by email to our team.

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