

**Kohabit**

Condo management, finally simple and calm.

Condo board transition checklist

To be handed over by the outgoing board, to be checked off by the incoming one. These documents and assets belong to the syndicate, not to the people who held them.

Condo association: _____ Handover date: _____

1. Legal documents and registers

- ☐ Declaration of co-ownership and its amendments
- ☐ Building bylaws
- ☐ Minutes (general meetings and board)
- ☐ Register of co-owners
- ☐ Shares and voting rights
- ☐ Insurance and pending disputes

2. Finances and banking

- ☐ Change of bank signatories (urgent)
- ☐ Statements and financial reports
- ☐ Budget, fund calls and arrears
- ☐ Invoices and contingency fund access

3. Keys and physical access

- ☐ Keys (building, common areas, technical, mailboxes)
- ☐ Fobs and remotes
- ☐ Door and alarm codes
- ☐ Safe and archive cabinet

4. Digital access and passwords

- ☐ Syndicate email
- ☐ Tool accounts and online banking
- ☐ Domain name and social media
- ☐ Cameras
- ☐ Passwords changed after the handover

5. Contracts and vendors

- ☐ Vendor list
- ☐ Contracts and renewal dates
- ☐ Warranties and claim files

6. Maintenance history

- ☐ Act 16 maintenance log
- ☐ Work invoices
- ☐ Inspection reports and plans
- ☐ Contingency fund study