

Fortin, Leavy, Skiles, Inc.

Consulting Engineers, Surveyors & Mappers

Carl L. Skiles, PE President

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180 Northeast 168th Street
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Phone 305-653-4493

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REQUIREMENTS FOR CONDOMINIUM DOCUMENTS PREPARATION

The following is a checklist we require the client, in coordination with the attorney, to furnish to Fortin, Leavy, Skiles, Inc. in order to expedite the preparation of Condominium Documents and to meet the time frame designated in the proposal.

I. Firms involved in processing the project:

A. Architect

1. Name: _____
2. Contact: _____
3. Phone/Fax: _____
4. E-Mail: _____

B. Structural Engineer

1. Name: _____
2. Contact: _____
3. Phone/Fax: _____

C. Attorney

1. Name: _____
2. Contact: _____
3. Phone/Fax: _____

D. Owner

1. Name: _____
2. Phone/Fax: _____
3. E-Mail: _____

II. A good site plan and legal description:

- A. Architect should be aware of their responsibility for accuracy of the legal description boundaries.
- B. Legal description boundaries received from the architect will be reflected in the drawings we prepare.

III. **CAD** files of all Architectural Plans to be received from the architect shall include the following drawing external references:

- Parking Levels
- Ground Levels
- Typical Levels
- Mechanical Levels
- Final Roof
- All Elevations
- Site Plan

IV. A hard copy of the approved set of architectural plans, If so when: _____

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- A. These plans will be used to proof the CAD files received from the architect
- V. Please supply us with a copy of the most recent survey prepared.
- VI. Condominium details:
- A. What are the common and limited common elements of the condominium?

- B. What is a part of the condominium and what is not a part of the condominium?

- C. What are the unit types and their numbering system are as reflected through the assistance of sales?

- D. Which are commercial units, if any.

- E. Although tower and units may be completed, mechanical levels have to be reflected as they will appear on the elevation sheet. Client must coordinate with the architect to have mechanical levels completed in order for them to be inserted into documentation. Are the mechanical levels complete?

- F. Are the A/C units and/or foyer areas common or limited common elements, or are they part of the units? _____
- G. Do the interior party walls and doors need to be reflected in the extracted units?

- H. Which units are going to be combined in case of combination arrangement?

- I. Proper name of the condominium for the header being.

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VII. Is the condominium phased out? _____

A. If so how many phases?

B. Phase lines must be reflected on the architectural drawings.

Note: It is best that the architectural drawings have passed an approval of a structural engineer before we begin condominium documents. This will eliminate repetitive changes that can cause unnecessary downtime on the project. **Any additional work will be billed at our attached hourly rates.**

We look forward to working with you and want to accommodate the proposal's time frame. It is very important all items in this checklist are furnished to Fortin, Leavy, Skiles, Inc. as soon as possible