



Management Services Checklist

	Service Provided	Base Fee	Additional Cost
I. MANAGEMENT PERSONNEL			
1.) Property Manager/Supervisor	✓	✓	at cost
2.) Staffing Plan	✓	✓	
II. FINANCIAL SERVICES			
1.) Maintain financial records	✓	✓	
2.) Maintain separate bank account	✓	✓	
3.) Assessment collection - statements	✓		60¢ per
Assessment collection - coupon books	✓		75¢ per
Assessment collection – automatic funds transfer	✓		at cost
4.) Bill approval (accounts payable)	✓	✓	
Bill payment (cash disbursements)	✓	✓	
Evaluate contract fees and purchasing sources	✓	✓	
5.) Emergency checks within 24 hours	✓	✓	
6.) Delinquency follow-up	✓	✓	
7.) Payroll accounting for all on-site staff	✓	✓	
8.) Prepare and file all employer payroll tax returns	✓	✓	
9.) Prepare monthly financial reports	✓	✓	
Cumulative month to actual budget balance sheet	✓	✓	
10.) Annual financial reports	✓	✓	
11.) Prepare annual budget by December 1	✓	✓	
Prepare multi-year budget projects	✓	✓	
12.) Prepare reserve analysis yearly	✓		at cost
Report reserve accounts monthly	✓	✓	
13.) Collect additional/special assessments	✓	✓	
14.) Obtain payment coupon books for payments or mail assessment statements	✓	✓	
15.) Provide ACH collection of assessments	✓		at cost
16.) Assist legal counsel with collections	✓	✓	
17.) Transfer funds to or from Reserve accounts as needed	✓	✓	
18.) Arrange for preparation of tax returns	✓	✓	
19.) Coordinate CPA review/audit	✓	✓	



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III. ADMINISTRATIVE/CLERICAL SERVICES			
a. Management Reports			
1.) Attend monthly Board Meetings	✓	✓	
Attend annual meetings	✓	✓	
Attend special meetings	✓		\$55/hour
2.) Prepare management report for monthly Board meetings	✓	✓	
Prepare management report for annual or special meetings	✓	✓	
3.) Government report filing	✓	✓	
4.) Maintain telephone/contact log	✓		at cost
5.) Prepare correspondence report	✓		at cost
6.) Provide comprehensive annual management plan	✓		\$145
7.) Maintain current owner/tenant roster	✓	✓	
Produce annual owner/tenant director	✓		at cost
8.) Establish specs/RFP's for annual maintenance services	✓	✓	
9.) Obtain bids; execute maintenance contracts	✓	✓	
10.) Administer Capital Replacement contracts	✓	✓	
11.) Perform building inspections	✓	✓	
b. Work Flow and Performance Systems			
1.) Coordinate daily operations	✓	✓	
2.) Provide operations manual	✓		at cost
3.) Create historical repair and rehab file	✓		at cost
4.) Manage Association-owned rental apartments	✓		If applicable
5.) Specification/bid preparation and coordination	✓	✓	
6.) Maintain file of insurance certificates for all contractors	✓	✓	
7.) Liaison with professional consultants and advisors	✓	✓	
8.) Processing of information for re-sales and leases	✓		\$75
9.) Coordinate owner rehab requests	✓		plus 7%
10.) Maintain all records and files	✓	✓	
11.) Clerical/support services for Board and committees	✓		at cost
Special photocopying	✓		.10¢ per
Special mailings	✓		at cost
12.) Document production and delivery	✓		at cost
13.) Administer insurance program	✓	✓	
14.) Disaster management	✓		plus 7%
15.) Apply for scavenger rebate	✓	✓	
16.) Prepare paid assessment letters/certificates of resale	✓	✓	
17.) Respond to Condominium questionnaires	✓	✓	
18.) Process insurance claims	✓	✓	
19.) Prepare violation notices	✓	✓	
20.) Maintain and manage Association website	✓		at cost



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c. Relations with Board, Committees and Unit Owners			
1.) Communication with Board and other residents	✓	✓	
2.) 24-hour answering/emergency service	✓	✓	
3.) Working knowledge of condo documents and laws	✓	✓	
4.) Implement and enforce all rules and regulations	✓	✓	
5.) Newsletter: prepare draft, produce and distribute	✓		at cost
6.) Plan and prepare annual business meetings	✓	✓	

Imagine what we can do
together.