

## VA Condo Submission Checklist

- Declarations/Master Deed/Community Covenants and Restrictions (CCRS)
- By-Laws
- Amendments
- Plat Map
- Rules and Regulations
- Meeting Minutes for last 2 meetings
- Budget
- Special Assessment Letter – if a special assessment exists, we will need a letter outlining amount, terms, what assessment is earmarked for; if no special assessment exists, we need a letter stating no current special assessments have been approved.
- Litigation Letter – a letter from HOA’s attorney if litigation exists. Letter must explain the nature of the litigation, if insurance has approved to cover circumstance and if there is a cap to the settlement amount. If no litigation exists, the HOA representative may sign a letter/certification that the HOA is not involved in any current litigation.

If applicable, the following documentation should be submitted:

- Leasehold Agreement
- Cross-Easements
- Annexation Documents
- Articles of Incorporation for HOA
- Master or Umbrella Association documents (Master Deed, By Laws etc)
- Facility Leases

VA may at any time request further documentation to support their approval. Please be advised that VA approval times may vary and on average 30 days should be allotted for.