

# CAI-CT Property Management Company

## Transfer of Records Covenant – *Final 10/22/24*

As a CAI-CT individual or property management company (PMC) member who employs best practices, my PMC agrees to abide by this Transfer of Records Covenant developed and agreed upon by participating CAI-CT PMC members. The Transfer of Records Covenant sets forth how our company will transfer community association client files and records to another PMC upon the termination of a Management Agreement. It is my company's objective to transfer all files and records timely, accurately, and in a professional manner to not disrupt normal day-to-day operations of the community association client or that of its new PMC. This covenant will be reviewed and re-established annually each March. A listing of all participating PMCs will be posted on the CAI-CT website and published in the Common Interest Magazine. **The following participating CAI-Member, agrees to professionally and timely, transfer the following records in non-proprietary format. All data, such as unit owner, tenant and vendor contact information, check registers, etc. will be provided in Excel format.**

Within 3 Business Days of Request	
1	EIN / Federal ID number
2	Articles of Incorporation
3	Declaration
4	Bylaws
5	Rules & Regulations
6	Collection Policy
7	Maintenance Standards
8	Certificate of Insurance
9	Maintenance Matrix
10	Current Fiscal Year Budget
11	Unit owner contact information (Excel)
12	Tenant contact information (Excel)
13	Directors/Officers with Term Expiration
14	Vendor Contact List (Excel)
15	Insurance Agent Contact
16	Attorney Contact
17	Check Register Past 12 Months (Excel)
18	Chart of Accounts

Within 15 Business Days of Request	
19	Annual Meeting Minutes
20	CERT 103
21	Board Meeting Schedule
22	Tax Returns
23	Personnel & Payroll Information
24	Electric Bills with Accounts and Meters
25	Water Bills with Accounts and Meters
26	Gas Bills with Accounts and Meters
27	Sewer Bills with Accounts and Meters
28	Insurance Policies - All Forms
29	Trash & Recycling - Contract
30	Landscaping - Contract
31	Snowplowing - Contract
32	Trash & Recycling - Contract
33	Gutter Cleaning - Contract
34	Pool Cleaning - Contract
35	Cleaning Contract
36	Elevator Contract
37	Fire Suppression Contract
38	Security Contract
39	Laundry Contract
40	Other Contracts
41	Bank Loan Statement
42	Bank Loan Contact
43	Bank Loan Documents
44	Bank Loan Amortization Schedule
45	Common Charge Amounts by Unit
46	Special Assessment Amounts by Unit
47	Table of Interest (Excel)

Within 30 Business Days of Request	
48	Board Meeting Minutes
49	Committee Details & Resolutions
50	Warranties - Active & Expired
51	Parking Assignments
52	Storage Assignments
53	Open Work Order Report
54	Open Violations Report
55	Other Pending Items
56	Keys, Key Codes, Key Cards/Fobs
57	Amenity Reservation Policy
58	CAI Membership Renewal
59	Painting Schedule
60	Power washing Schedule
61	Roof Replacement Schedule
62	Capital Expense Project Listing
63	Risk Management Program Schedules
64	Trial Balance after Accounting Stops
65	Unit Ledgers after Accounting Stops
66	A/R Report after Accounting Stops
67	A/P Report after Accounting Stops
68	Employee Records
69	Reserve Study
70	Engineering Reports
71	Insurance Claims
72	Special Assessment Documentation
73	Violation/Compliance Reports

Within 5 Days Post Transfer	
	All Records - Hard Copy & Electronic
Within 10 Days Post Transfer	
74	Month End Bank Statements
75	Month End Bank Reconciliations
76	Month End Financial Reports
77	Community Wide Mailings
78	Individual Letters
79	Building Drawings
80	Site Maps
81	Unit Files
82	Trial Balance
83	Unit Ledgers

Notes

To the extent that they exist and are applicable.

Coordinate the shutting down payment processing.