

Colorado HOA Home Buyer's Maintenance Worksheet

MAINTENANCE CHECKLIST WORKSHEET		Developd by: Colorado HOA Forum www.coloradohoaforum.com			
Maintenance Item	HOA	Homeowner	Not Applicable	Amount	Homeowner Notes
General: the Basics					
Read HOA Governing Documents					
Home Inspection: who repairs?					
HOA Agreed to Repairs					
All "promises" of repairs in writing!					
Walk the neighborhood, knock on doors					
Financial					
Amount of HOA Dues/Fees					
Additional Fees?					
Special Assessments					
Reserve Funds Adequacy					
Insurance					
Does HOA have community policy?					
Provide your agent with HOA policy					
Eligible for reduced rate?					
Flood insurance required?					
Exterior					
Address Numbers on Homes					
Exterior Painting of Home					
Doorbells and chimes					
Street lights and Posts					
Entryway lights, home mounted lights					
Electric Supply boxes Attached to Homes					
Cable Boxes (outside home)					
Water Faucets (outside home)					
Home Foundations					
Gas Lines from Meter to Home					

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Gutters and downspouts including extensions					
Outdoor pest control (moles, voles, etc.)					
Cement: porch, driveway, sidewalks					
Porch patio and deck additions					
Retaining walls					
Roof of House including vents					
Television receiving devices (outside home)					
Water seepage—underground source					
Drainage problems					
Windows on homes					
Interior					
Attic vents and screens					
Firebox and flue cleaning and repair					
Flooring					
Normal settling and cracks					
Roof leaks					
Vents					
Walls, non-supporting					
Painting					
Utilities:					
Air conditioning including condenser					
Furnaces and heating					
Hot water heaters including water lines					
Lines from exterior walls into home (phone, gas electric)					
Sewer Systems					
Garbage pick-up and recycling					

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Grounds and Common Areas:					
Fences and Gates and Entranceways					
Lawn service					
Trimming shrubs and trees					
Tree trimming					
Snow Removal					
Street , parking lot, and park lights					
Mail boxes					
Streets and parking lots paving/repair					
Miscellaneous:					
Garages including doors					
Trash Collection					
Cable TV service and Internet					
Clubhouse exercise rooms, pool, meeting rooms, and other amenities					
Fees in addition to HOA dues: to use health facility, pool, rent clubhouse, etc.					
Calculate Montly HOA Cost		Amount	Note		
HOA Montly Dues: Pimary					
Fees to parent HOA					
Special Assessments					
Fees to use amenities					
Other amounts due HOA					
Total Monthly HOA Cost		0			
		Developed by Colorado HOA Forum www.coloradohoaforum.com HOA Homeowner Advocates			