



**D&O BUILDING/RENOVATION SUPPLEMENTAL QUESTIONNAIRE**

*Please complete this questionnaire in it's entirety*

**Association Name:**

**(Must be completed)**

1. Type / purpose of building renovation?
2. Estimated cost of building renovation?
3. Is a special assessment needed to fund renovations?  
 Yes     No. Adequate funds available  
 If adequate funds are available, what percentage of reserves will be used?  
  
 If an assessment is required will unit owners vote on it?    Yes     No  
 If a vote has transpired, what was the date of the vote and the outcome? If no vote is required, why not?
4. What was the process for selecting a contractor?  
 Is the contractor properly bonded/licensed?    Yes             No  
 Is insurance in place that adds the Association as an insured or is there a hold harmless or similar indemnity agreement in place?    Yes             No
5. Are renovations for....  
 Safety and structural soundness  
 Aesthetics  
 Compliance with applicable law  
 Other
6. Most local laws require that renovations/structural changes comply with the American Disabilities Act. Have appropriate steps been taken to ensure compliance?  
 Yes             No            Please describe.
7. Permits – Does the Board have an established procedure for receiving a copy of the work permit to post in the building or to hold in the office to present if an inspector should visit?  
 Yes             No

Please provide a copy of the Association's most current financials.

**Agent or Broker Name:**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_