

Changing Management Companies: Transition Checklist

What the incoming board and manager should collect before the old system disappears.

A management transition is a data-transfer project, financial handoff, vendor handoff, owner-communication project, and risk-management exercise happening at the same time. Start the checklist before the termination date.

LEGAL & GOVERNANCE

- ☐ Declaration/CC&Rs, bylaws, rules, policies, amendments
- ☐ Current board/officer roster and terms
- ☐ Approved minutes and meeting records
- ☐ Attorney contacts and active legal matters
- ☐ Contracts, notices, and pending board decisions

FINANCIAL

- ☐ Bank accounts and signers
- ☐ Current reconciliations and bank statements
- ☐ Owner ledger / AR aging
- ☐ AP / unpaid invoice list
- ☐ Current budget and year-to-date reports
- ☐ Reserve accounts and investment records
- ☐ Special-assessment balances and project funds
- ☐ Tax, audit/review, 1099, and accountant records

OWNERS & PROPERTY

- ☐ Owner/unit roster and contact data
- ☐ Tenant/lease data where applicable
- ☐ Parking/storage assignments
- ☐ Keys, fobs, access codes, lockboxes
- ☐ Emergency contacts and building access procedures
- ☐ Open maintenance requests and violation matters

VENDORS & PROJECTS

- ☐ Vendor roster and contracts
- ☐ COIs, warranties, permits, proposals

- ☐ Recurring service calendar
- ☐ Open bids and approved-but-not-started work
- ☐ Major project files, change orders, payment status, closeout items

INSURANCE & CLAIMS

- ☐ Current policies and broker contact
- ☐ Loss runs and open claims
- ☐ Certificates and lender requirements
- ☐ Renewal dates and pending underwriting requests

TECHNOLOGY & COMMUNICATION

- ☐ Website/domain ownership and login
- ☐ Association email addresses
- ☐ Portal/software data export
- ☐ Payment processor and autopay instructions
- ☐ Document storage and shared drives
- ☐ Owner announcement of the change
- ☐ New portal invitation and support instructions

MISSING / NOT YET RECEIVED

Thinking about changing management? PRG can help the board map the transition before notice is given so records, money, owners, vendors, and open work have a defined landing place.

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