

Checklist of Documents Needed for Accreditation

- _____ Minutes – Board Meeting to Approve Accreditation Application Meeting Date _____
- _____ Most Recent End of Year Financial Statement or Compilation Date _____
- _____ Most Recent Federal Tax Return Date _____
- _____ Current Budget & Reserve Schedule
- _____ By-Laws & Amendments
- _____ Recent Monthly Financial Report Date _____
- _____ 1st & 2nd Notices for Annual Meeting & Board Election
- _____ Minutes – Annual Meeting Meeting Date _____
- _____ Notice – Budget Adoption Meeting
- _____ Minutes – Budget Adoption Meeting Meeting Date _____
- _____ Building Rules (or Welcome Brochure if Available)
- _____ Current Officer & Director Sheet
- _____ Census Report (List of Owners/Residents/Renters Indicating Over or Under age 55)
- _____ List of Rental Units & Names of Renters
- _____ List of Owners/Renters with Animals

Note: last 3 can be combined into one spreadsheet, if you wish