Seller preparation checklist

Before listing a Century Village condominium

Association / unit: _____ Target date: _____

- ☐ Confirm the exact association, unit ownership, and authority of every person signing for the seller.
- ☐ Choose an agent familiar with Century Village and agree on listing information and access arrangements.
- ☐ Obtain current governing documents, amendments, budget, annual financial statement, FAQ, and governance materials; ask advisers which reports and statements apply.
- ☐ List regular charges, separate recreation obligations, approved assessments, remaining installments, and known proposed work.
- ☐ Collect renovation approvals, permits, inspection completion, warranties, and any maintenance agreements.
- ☐ Discuss known defects, prior leaks, open violations, and required disclosures with the seller’s professionals.
- ☐ Confirm association contacts, current application instructions, and any approval or first-refusal requirements.
- ☐ Have the contract address assessments, fixtures, possession, document delivery, and all review deadlines.

Follow-up / person responsible: _____

Recommended planning aid, not a legal-compliance form. Confirm the actual contract, current law, association documents, and official procedures with your advisers.