

LAW OFFICES OF RICHARD PALUMBO, LLC

Richard E. Palumbo, Jr., Esq. *^

Nicole M. Labonte, Esq. *^#

Glenn M. Robinson, Esq. *^

Kayla S. O'Connor, Esq. *^

Roger R. Allcroft, Esq. *^#

* Admitted in RI ^ Admitted in MA ∞ Admitted in CT ^ Admitted in US District Court for District of RI # Admitted in US District Court for District of MA

RESIDENTIAL CONDOMINIUM FORMATION

1. What is the proposed name of the Condominium? Please provide your first, second, and third choice

2. What is the complete address for the Condominium?

(Street)

(City, State, Zip)

3. What is the name of the Declarant of the Condominium?

4. What is the complete address for the Declarant?

(Street)

(City, State, Zip)

5. Do you want the Law Offices of Richard Palumbo, LLC to form an LLC and transfer the property to be converted to a Condominium into the LLC? This is recommended if the property is not owned by an LLC or a Corporation. Let's discuss this in more detail as needed.

Please Choose Yes or No

6. If Yes then we will email you a separate legal service agreement for the LLC formation and an LLC formation worksheet.

7. Do you have the Deed with legal description to the property?

Please Choose Yes or No

**535 Atwood Avenue, Suite 4
Cranston, Rhode Island 02920**

Phone: 401.490.0994 / Fax: 401.490.0945

www.richardpalumbolaw.com
rpalumbo@richardpalumbolaw.com

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8. If Yes then please attach Deed.

If No then the Law Offices of Richard Palumbo, LLC will obtain a deed for you.

9. Are there any mortgages or loans secured against the property (please provide recorded copies of all mortgages, loans or encumbrances)?

10. Do you want the Condo Association incorporated (not for profit) or unincorporated?

Choose Yes or No

If Yes the our office will email you a separate legal services agreement and a worksheet for the said formation.

11. Do you have a zoning certificate for property to be converted?

Please Choose Yes or No

If No then the Law Offices of Richard Palumbo, LLC advises that you obtain the same and forward to our office prior to beginning the condominium formation.

12. How many buildings are to be converted?

13. If one how many units in building?

14. Are the units are in the building(s) to be converted currently vacant?

Please Choose Yes or No

15. If you answered Yes to question 14 then please provide the following: rent roll including security deposits and copies of all leases or rental agreements.

16. Do you have an engineer?

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Please circle Choose Yes or No

17. If Yes please provide name and contact information.

18. Do you have an architect? Choose Yes or No

19. If Yes please provide name and contact information.

20. Do you have an surveyor? Choose Yes or No

21. If Yes please provide name and contact information.

22. Please provide us with a copy (in Word if possible) of your owner's title insurance policy.

23. Please ask your closing attorney to provide us with a copy of the title search and all copies associated therewith from the closing of your property. If you do not have a current full owner title search then our office will need to order and obtain the same an invoice you accordingly.

24. Please provide our office with a copy of your current property insurance.

25. Please provide our office with a copy of all zoning related information (i.e. final decisions, etc.)

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