CONDO ASSOCIATION AND HOA INSURANCE

Insurance Readiness Checklist

For condominium and homeowners association boards and managers

Underwriters review a community association by its buildings, amenities, management, and claims history. Gather the items below before you request a quote. Missing building details and an out-of-date appraisal are the most common reasons a submission takes longer than it should. This checklist does not guarantee a quote, coverage, or a price, and it is not legal advice. Insurance requirements for your association come from your governing documents, California law, and your lenders, so confirm them with your attorney. Owners of a single condo unit should see www.whins.com/personal/condo-insurance/.

ASSOCIATION NAME	PROPERTY ADDRESS	DATE

1 The association and the buildings

Tells the underwriter what the community is.

- ☐ Association legal name, mailing address, and type (condominium, HOA, townhome, PUD, master association).
- ☐ Number of units or lots, number of buildings, stories, and year built (or years, if built in phases).
- ☐ Construction type and total square footage.
- ☐ What the governing documents require the association to insure: whole building, building shell, or common areas only.

2 Building systems and updates

Older systems drive many declinations, so list what was updated and when.

- ☐ Roof type and the year it was installed or replaced.
- ☐ Electrical: panel type and wiring type, with the year of any update.
- ☐ Plumbing: pipe material and the year of any update, and the age of water heaters or boilers.
- ☐ Heating and cooling systems, elevators, and the year updated.

3 Protection, amenities and operations

Fire, water and liability exposures shape the quote.

- ☐ Sprinkler coverage, smoke detectors, fire alarm type and monitoring, gates and security.
- ☐ Pool or spa, clubhouse, fitness center, courts, playground, garage, private roads, retaining walls or slopes.
- ☐ Percent of units rented out, any age restriction, and any commercial or retail space.
- ☐ Management: self-managed or management company, any on-site employees, and who handles association money.

Educational and marketing purposes only. Not legal, tax, regulatory, underwriting, or coverage advice. Availability, terms, limits, pricing, and eligibility depend on underwriting review, carrier appetite, applicable law, and actual policy language.

4 Values and coverage

Sets the limits and options to quote.

- ☐ A current replacement cost appraisal or statement of values, with the date.
- ☐ Coverages you want reviewed: property, liability, D&O;, crime, umbrella, workers compensation, equipment breakdown, hired and non-owned auto, cyber.
- ☐ Earthquake or flood coverage you want reviewed, and the deductibles the association can accept.
- ☐ Any lender or escrow insurance requirement driving the renewal.

5 Financial controls

Matters for crime and fidelity coverage.

- ☐ Who signs checks and approves payments, and whether two signatures are required above a set amount.
- ☐ Whether bank statements are reconciled by someone who does not write checks.
- ☐ Reserve and operating account balances, so the crime limit can be compared.
- ☐ The management company's own crime or fidelity coverage, and whether the association is named.

6 Insurance and loss history

Shows continuous coverage and claims.

- ☐ Current carrier or program, policy expiration date, and current premium if you have it.
- ☐ Five years of currently valued loss runs, if available.
- ☐ Any cancellation or non-renewal, and the reason given.
- ☐ Open claims, pending or threatened litigation, construction defect claims, and large special assessments.

What happens next

1 Submit
Complete the online request and upload your declarations, loss runs, appraisal, and governing documents.

2 Review
Karen reviews your request and works with your board or manager and approaches the markets we work with.

3 Options
You receive quote options and terms to review, subject to underwriting.



YOUR WHINS ADVISOR

Karen Fatta
Insurance Advisor

818-233-0825 ext. 110 | direct 818-462-5757 | karen@whins.com
www.whins.com/condo-association-hoa-insurance-request
CA License #0K54183 | NPN #17751191

Educational and marketing purposes only. Not legal, tax, regulatory, underwriting, or coverage advice. Availability, terms, limits, pricing, and eligibility depend on underwriting review, carrier appetite, applicable law, and actual policy language.