**ROC Home Resale Disclosure Checklist**

For Boards and Property Managers – per RSA 205-A:32, effective January 1, 2026

When a prospective home buyer requests information about the Cooperative, according to RSA 205-A:32 the co-op board must provide the following **WITHIN 10 DAYS**. The property manager can assist the ROC by collecting and preparing these items.

1. **Unpaid Fees**
   1. A statement showing whether the seller owes any lot rent or other fees.
2. **Planned Major Expenses**
   1. The latest membership approved Capital Improvement Plan.

OR

* 1. A list of planned capital improvement, or major maintenance projects, expected in the current and next TWO fiscal years.

1. **Capital Reserve Fund**
   1. The latest membership approved Capital Improvement Plan.

OR

* 1. Current balance of the Capital Reserve fund, noting any amounts already earmarked for specific projects.

1. **Financial Statements**
   1. Most recent Income Statement (P&L) and Balance Sheet
2. **Legal Matters**
   1. Statement of any lawsuits or judgements where the ROC is a defendant.
3. **Insurance**
   1. Summary of insurance provided by the ROC (Certificate of Insurance)
   2. Note any additional coverage usually/expected to be purchased by the individual homeowners (See Community Rules)
4. **Home Compliance**
   1. A statement confirming whether the seller’s home, and any improvements/alterations, are known to violate ROC rules.
5. **Governing Documents**
   1. A copy of the co-op’s Articles of Incorporation, Bylaws, and Community Rules.
6. **Fees & Assessments**
   1. Current monthly lot rent
   2. List of any special assessments made in the last 3 years (not common for ROCs)