



FLORIDA CONDO BOARD RESOURCE

Florida Condo Master Policy Document Checklist

Use this checklist to build a board-ready insurance packet before a Florida condo association master-policy renewal, premium review, lender request, or special-assessment discussion.

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[PDF checklist companion](#)

[Official sources linked](#)



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Condo Master Policy Documents: the short version

A Florida condo association master-policy packet should include current policies, declarations and bylaws, insurance provisions, statement of values, roof and construction details, flood or RCBAP records, D&O and crime/fidelity policies, loss runs, inspections, reserve documents, vendor certificates, and financial-control documentation.

Use this checklist to organize insurance documents and questions. It is not legal advice, claim-settlement advice, engineering advice, or a promise that any carrier will accept a specific risk or claim.

BEST FIT

Condo board presidents and treasurers

Build a clean insurance packet before renewal, lender questions, assessment discussions, or coverage comparisons.

CAMs and association managers

Organize policy forms, flood/RCBAP records, inspections, reserves, vendor certificates, and board documents for the association.

Property committees preparing renewals

Use the checklist to prepare renewal files and explain insurance questions to boards without guessing from memory.

Unit-owner committees reviewing assessment risk

Compare master policy documents, deductibles, flood records, and governing documents before unit-owner confusion starts.

RED FLAGS

! **The board has a renewal quote but no current statement of values.**

! **Flood coverage is assumed but no RCBAP/private flood policy is in the packet.**

! **D&O and crime/fidelity are treated as optional afterthoughts.**

! **Inspection, reserve, or repair documents are not organized before underwriting questions arrive.**

CHECKLIST 1

Core master-policy packet

These documents explain what the association is responsible for and what is currently insured.

Current insurance policies

Master property, general liability, D&O, crime/fidelity, umbrella, equipment breakdown, workers comp if applicable, cyber if applicable, and all endorsements.

Declarations and bylaws

Insurance provisions, association property responsibility, unit-owner responsibility, deductible assessment language, and board authority.

Statement of values

Building values, common elements, ordinance or law, amenities, detached structures, garages, docks, pools, signs, gates, and equipment.

Deductible schedule

Wind, hurricane, named storm, all-other-peril, water, flood, equipment breakdown, D&O retention, and crime/fidelity deductibles.

Loss history

Five-year loss runs if available, open claims, prior water/wind/flood/fire claims, and carrier recommendations or nonrenewal notes.

Florida condo underwriting documents

Inspection and maintenance records help tell the building story before an underwriter has to guess.

Building data

Year built, construction type, roof age, roof material, square footage, number of units, number of stories, protection class, and occupancy details.

Milestone/SIRS documents

Milestone inspection, structural integrity reserve study, engineering reports, repair plans, completed repairs, and reserve-funding notes when applicable.

Flood records

RCBAP/private flood policy, flood zone, elevation certificate if available, lender requirements, prior flood claims, and excess flood options.

Maintenance and life safety

Roof work, concrete restoration, balcony repairs, elevators, fire alarms, sprinklers, electrical updates, plumbing updates, and generator records.

CHECKLIST 3

Board, vendor, and money-control records

Master policy review is not only property. It also includes board liability, crime/fidelity, and vendor controls.

D&O and board governance

Board roster, management agreement, recent disputes, elections, budget/assessment notices, and D&O policy terms.

Crime/fidelity controls

Who signs checks, bank access, management-company fund control, dual-control rules, employee dishonesty, computer fraud, and social engineering terms.

Vendor certificates

Property manager, landscaper, pool, elevator, roofing, restoration, security, maintenance, and large-project contractor COIs and contracts.

Common questions about condo master policy documents

What documents should a condo board gather before master-policy renewal?

Gather current policies, declarations, bylaws, statement of values, building details, flood/RCBAP records, D&O, crime/fidelity, loss runs, inspection/reserve documents, vendor certificates, and financial-control records.

Does a condo master policy automatically include flood?

No. Flood should be reviewed separately. The association may need NFIP RCBAP, private flood, excess flood, or lender-required flood coverage depending on the building and requirements.

Why do milestone inspections and reserve studies matter for insurance?

They are not insurance policies, but they help underwriters understand building condition, repair plans, roof/concrete/elevator issues, and reserve context.

Who should maintain the condo master policy document packet?

The board, CAM, property manager, and insurance contact should know where the current packet lives and who updates policies, loss runs, inspections, reserves, and vendor certificates.

Should board D&O and crime/fidelity be reviewed with the property policy?

Yes. They are separate coverage areas, but board liability, financial controls, management agreements, and association property decisions are connected in a complete renewal review.

OFFICIAL SOURCES

1. **Florida Statute 718.111 condominium association insurance**
<https://www.flsenate.gov/Laws/Statutes/2025/718.111>
2. **Florida Statute 718.112 association bylaws and reserves**
https://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0700-0799/0718/Sections/0718.112.html
3. **Florida Statute 553.899 milestone inspections**
http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0500-0599/0553/Sections/0553.899.html
4. **Florida DBPR condominium inspections and SIRS resources**
<https://condos.myfloridalicense.com/inspections/>
5. **NFIP flood insurance for condominium associations**
<https://agents.floodsmart.gov/sites/default/files/media/document/2025-07/fema-nfip-flood-insurance-condominium-associations-brochure-01-2025.pdf>
6. **NFIP summary of coverage for residential condominium buildings**
<https://agents.floodsmart.gov/sites/default/files/media/document/2025-07/fema-nfip-summary-of-coverage-residential-condominium-buildings-brochure-05-2024.pdf>
7. **HelpWithMyBank RCBAP explainer**
<https://www.helpwithmybank.gov/help-topics/mortgages-home-equity/flood-insurance/flood-rcbap.html>

ONLINE PAGE AND RELATED RESOURCES

Use the live HTML page for links, updates, and citations

This PDF is a meeting-ready companion to the online checklist. The live page includes structured data, source links, related resources, and discovery metadata for search and AI systems.

<https://www.greeneinsurance.com/resources/florida-condo-master-policy-document-checklist>

RELATED RESOURCES

1. Condo Association Insurance

<https://www.greeneinsurance.com/industries/condo-association>

2. Florida Condo Association Insurance Market Outlook 2026

<https://www.greeneinsurance.com/reports/florida-condo-association-insurance-market-outlook-2026>

3. Coastal Condo Buildings

<https://www.greeneinsurance.com/industries/coastal-condo-buildings>

Need us to review the file?

Send the policy, renewal, claim, audit, board packet, driver list, or certificate requirements before the deadline becomes urgent.

[Review Association Policy](#)