

### INITIAL REVIEW CHECKLIST

	<b>Respondent name:</b>	<b>Date received</b>
	<b>Case number:</b>	<b>Date assigned to Inv.</b>
	<b>Date Checklist Completed:</b>	<b>Enter your initials or information requested and date completed when each item is confirmed</b>
<b>Item</b>	<b>Item Description</b>	
1	Import a copy of the Corporate screen for the respondent into OnBase. If the respondent is the developer, put the corporate screen for both the developer and association into OnBase.	
2	Verify that Division fees are current and notify proper section when not current.	
3	Import a copy of the Respondent search report for previous two years of compliance history (two years since complaint received) into OnBase.	
4	Import a copy of the county property ownership screen into OnBase. (used for unit owner complaints)	
5	Confirm the summary screen in Versa contains: type of complainant, type of project (condo, mobile home, timeshare, yacht broker), number of units/lots, corporate status, fee status.	
6	<b><i>This is mandatory in all cases</i></b> . Import allegation element outline or investigative plan as required. If there is a potential for repeat violations or it is a developer case.	
7	All allegations contained in complaint have been properly entered in VERSA.	
8	A description of the allegation contained in complaint has been properly entered in VERSA in the Allegation Notes section of each allegation.	
9	Case is properly linked to respondent license or pseudo license and licensed project (pseudo license only used when respondent is not identified in VERSA).	
10	CTC completed and entered into Versa.	
11	Acknowledgement or Confirmation letter identifies all allegations entered in VERSA, has proper grammar and punctuation, and the correct template was used.	
12	Additional complainants or necessary parties, if any, identified in Parties tab in VERSA.	
13	Responsible Party is correct in VERSA.	
14	The above has been completed within 30 days of receipt of the complaint by the Division.	
15	This checklist has been imported into OnBase	