**INITIAL REVIEW CHECKLIST**

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|  | **Respondent name:** | **«Respondent»** |
|  | **Case number:** | **«CaseNumber»** |
|  | **Date received:** | **«DateReceived»** |
|  | **Date assigned to investigator:** | **«DateAssigned»** |
| **Item** | **Item Description** | **Enter initials and the date that items is confirmed completed** |
| **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 the association into OnBase. | **«InitialsAndDate»** |
| **2** | Verify that division fees are current and notify proper section when not current. | **«InitialsAndDate»** |
| **3** | Import a copy of the respondent search report for previous two years (since complaint received) of compliance history into OnBase. | **«InitialsAndDate»** |
| **4** | Import a copy of the county property ownership screen into OnBase. (Unit owner complaints only.) | **«InitialsAndDate»** |
| **5** | Confirm the summary screen in Versa contains: type of complainant, type of project (condo, mobile home, etc.), number of units/lots, corporate status, fee status. | **«InitialsAndDate»** |
| **6** | ***This is mandatory in all cases.*** Import allegation element outline or investigative plan (if potential for repeat violations or a developer case) as required. | **«InitialsAndDate»** |
| **7** | All allegations contained in complaint have been properly entered into Versa. | **«InitialsAndDate»** |
| **8** | A description of each allegation has been entered into the Allegation Notes section for each allegation. | **«InitialsAndDate»** |
| **9** | Case is properly linked to respondent license or pseudo license (used when respondent is not identified in Versa) and licensed project. | **«InitialsAndDate»** |
| **10** | CTC completed and entered into Versa. | **«InitialsAndDate»** |
| **11** | Acknowledgment or confirmation letter identifies all allegations entered into Versa, has proper grammar and punctuation, and the correct template was used. | **«InitialsAndDate»** |
| **12** | Additional complainants or necessary parties, if any, identified in Parties tab in Versa. | **«InitialsAndDate»** |
| **13** | Responsible party is correct in Versa. | **«InitialsAndDate»** |
| **14** | The above has been completed within 30 days of receipt of the complaint by the division. | **«InitialsAndDate»** |
| **15** | This checklist imported into OnBase. | **«InitialsAndDate»** |