

22.1 Disclosure Checklist

The nine items Section 22.1 of the Illinois Condominium Property Act requires when an owner sells, what you hand over for each, and which ones you keep on hand versus update for each request. Fill in the teal columns for your association.

Deadline: 10 business days from the seller's written request · Fee: capped at \$375, adjusted each year for inflation, plus up to \$100 more for a 72-hour rush

#	Item — what Section 22.1 requires	What you hand over	On hand or per request	Suggested refresh	Where yours lives	Last updated	Ready?
1 • Pull it in an afternoon							
1	Declaration, bylaws, other condominium instruments, and rules and regulations	Copies of the declaration, bylaws and rules, with every amendment	Keep on hand	When anything is amended			
2	Liens, and a statement of the unit's account — unpaid assessments and other charges	The seller's account balance and any liens against the unit	Per request	Prepared fresh for each request			
7	Insurance coverage the association provides for all unit owners	Proof of insurance — what the association's policy covers for owners	Keep on hand	At each policy renewal			
9	Identity and mailing address of the principal officer, or the agent designated to receive notices	Name and mailing address of your point of contact — usually the president	Keep on hand	Whenever officers change			
2 • Takes a little more digging							
8	A statement that the prior owner's improvements or alterations to the unit (and its limited common elements) are in good faith believed to comply with the condominium instruments	Renovation statement for this unit — needs a record of what owners asked permission to change	Per request	Prepared fresh for each request			
3 • Only exists if the board has done the work							
3	Capital expenditures the association anticipates in the current and next two fiscal years	Capital projects list — this year and the next two, decided at the budget meeting and recorded in the minutes	Keep on hand	Each budget cycle			
4	Status and amount of the reserve for replacement fund, and any portion earmarked for a specific project	Reserve balance, plus anything the board has set aside for a specific project	Keep on hand	Monthly			
5	The association's statement of financial condition for the last fiscal year available	Last fiscal year's financial statement	Keep on hand	Once a year, after year-end			
6	Status of any pending suits or judgments the association is a party to	Status of any lawsuits involving the association	Keep on hand	Quarterly, or when one changes			
From January 1, 2027 • a tenth item (P.A. 104-734)							
10	A copy of the collection policy adopted under Section 18.4(t)	Your collection policy — how the association handles owners who fall behind on dues	Keep on hand	When the policy changes			

Sample 22.1 Disclosure Policy — fee and turnaround

A starting point to adapt and adopt. Once it's written down, a request doesn't need a board discussion — somebody just runs the process. Replace everything in [brackets].

Purpose

This policy sets out how [Association name] responds when a selling owner requests the disclosures required by Section 22.1 of the Illinois Condominium Property Act.

Who puts the package together

Requests are handled by [officer or designated agent]. Backup when they are unavailable: [name].

The package is assembled from the items the association keeps on hand (see the checklist); only the unit account statement and the renovation statement are prepared fresh.

How a request is made

Requests must be in writing, from the selling owner or their attorney, sent to [email or mailing address].

The date the written request is received is recorded the same day — the deadline runs from it.

How quickly we turn it around

Standard: the complete package is delivered within 10 business days of the written request.

Rush: on request, the package is delivered within 72 hours, for the rush fee below.

What we charge

Standard fee: \$[amount], charged to the selling owner. Illinois caps this fee at \$375, adjusted each year for inflation — confirm the current cap before setting or changing it.

Rush fee: an additional \$[amount], up to \$100, for delivery within 72 hours.

Payment: [when and how the fee is paid].

Keeping it ready

[Treasurer or officer] updates the on-hand items on the schedule in the checklist, so a new request only needs the unit's balance and the renovation statement.

Adoption

Adopted by the Board of [Association name] on [date]. Reviewed each year at the budget meeting.

General information, not legal advice. Statute: 765 ILCS 605/22.1 (checked October 2026). Statutes change — have your association's attorney review this policy before adopting it.