

Project Legal Name: _____ Federal Tax ID#: _____

Property Type: Condominium *(if not a condo contact requestor prior to completing)*

Borrower: _____
 Unit Number: _____
 Street Address: _____
 City/State/ZIP: _____

Requestor Name: _____
 Email Address: _____
 Phone Number: _____

General Project Information

1. Are the units within this project attached, detached or both? _____
 Yes No
2. Is the project complete? Yes No
If Yes, What year was the project completed? _____
If No, complete lines a-g:
 - a. Is the project subject to additional annexation or phasing? Yes No
 - b. Are all of the units within the project completed? Yes No
 - c. Are all of the common areas completed? Yes No
 - d. Is the project legally phased? Yes No
 - e. Total number of planned phases: _____
 - f. Are all planned amenities completed? Yes No
 - g. Is the seller offering incentives to purchase? Yes No
If Yes, What are the incentives: _____
3. Is the project subject to additional annexation or phasing? Yes No
4. Has HOA control been turned over to the unit owners? Yes No
If Yes, month and year control was turned over: _____
If No, What is the expected date when control will be turned over to the unit owners? _____
5. Total number of units in the project. _____
6. Total number of units sold and closed by the builder/developer. _____
7. Total number of units under bona fide sales contract. _____
8. Owner occupancy is tracked by:
 (If On-Site/Off-Site Owner Addresses) **OR** (If Owner-Occupied Units, Investor Units, & 2nd Homes)

Total On-Site Addresses	Total Off-Site Addresses	Primary Residences	2nd Homes	Investors

9. Does any entity, individual or partnership own more than 1 unit in the project? Yes No
If Yes, complete the table below:

Number	Owner Name	Total Units Owned
1		
2		
3		
4		
5		
6		

10. Does the builder/developer own units in the project? Yes No
If Yes, complete a-d below:
- a. Number of units owned by the builder/developer. _____
- b. Number of completed builder/developer units being actively marketed for sale. _____
- c. Number of completed, leased builder/developer units? _____
- d. Is the builder/developer current on all HOA fees? Yes No
11. Number of units owned by the HOA: _____
12. How many buildings are in the project? _____
13. List the amenities within the project: _____

Eligibility Questions

1. Is the project a timeshare, fractional or segmented ownership project? Yes No
If Yes, state which one: _____
2. Does the HOA have mandatory rental pooling agreements that require unit owners to either rent their units or give a management firm control over the occupancy of the units? Yes No
3. If unit owners don't participate in rental pooling, are they permitted to rent out their units? Yes No
4. Does the HOA require mandatory upfront or periodic membership fees for the use of recreational amenities (i.e., country club facilities or golf course) owned by an outside party including the builder/developer? Yes No
If Yes, are the amenities open to the public? Yes No
If Yes, are the amenities owned by the builder/developer or an affiliate of the same? Yes No
5. Is the project professionally managed by a licensed hotel, motel, resort, or hospitality entity that also facilitates short-term rentals for unit owners? Yes No
If Yes, Is the licensed entity an independent division from the property management division? Yes No
If Yes, Is the unit owner required to contract with the transient rental division to rent their unit? Yes No
6. Does the HOA or its management agent collect and remit required taxes such as transient, short-term rental, hotel occupancy, sales, or excise taxes? Yes No
7. Does the HOA charge a fee to a transient renter or to a unit owner who does not elect to rent their unit on a transient basis through the HOA/property manager's preferred rental operator? Yes No
8. Are the unit owners required to use a specific rental agency or agencies when renting out their units? Yes No
9. Is there a minimum allowable time period for renting a unit? Yes No
If Yes, What is the minimum rental period? _____
10. Is the project/unit advertised as an investment opportunity? Yes No
11. Are owners required to share unit rental profits with the HOA, management company, rental operator, or hotel rental company? Yes No
12. When was the last building inspection by a licensed architect, licensed engineer, or any other building inspector? Yes No
 Date: _____
- If the report was completed in the last 3 years, provide a copy of this report.

Title and Ownership

1. Is any part of the project on leased land? Yes No
2. Unit ownership type: *(If Leasehold, attach all that apply: Lease, Master Lease, Sublease, Memorandum of Lease, and all amendments/exhibits)* Fee Simple Leasehold
3. Do unit owners have sole ownership interest in, and rights to the use of the project's facilities, common elements, and limited common elements? Yes No
If No, Does the developer or declarant have any ownership rights to the project's facilities or common areas? Yes No
4. Are any of the project's amenities/facilities leased from a third party? Yes No
If Yes, is the third party the builder/developer or an affiliated entity? Yes No

Commercial Information

1. If the **building** the condominium project is in includes commercial/non-residential space (e.g., retail, professional offices, etc., the following information is required. (Indicate N/A if there is no commercial/non-residential space in the building):
- N/A - No commercial/non-residential space
 - Total commercial/non-residential square footage in the **building** _____
 - Building's TOTAL square footage _____

Legal Information

1. In the event a lender acquires a unit through foreclosure (or deed-in-lieu of foreclosure): What is the maximum number of months of delinquent HOA dues the Lender is responsible for? _____
2. Does the HOA have a right of first refusal (ROFR)? *(If Yes, complete a-c)* Yes No
- a. Is the right waived in the event of foreclosure? Yes No
 - b. How many days does the HOA have to exercise this right? _____
 - c. Does the ROFR adversely affect the rights of a mortgagee or its assignee to:
 - i. foreclose or take title to a condominium unit pursuant to the remedies in the mortgage; Yes No
 - ii. accept a deed or assignment in lieu of foreclosure in the event of default by a mortgagor; or Yes No
 - iii. sell or lease a unit acquired by the mortgagee or its assignee? Yes No
3. Is the HOA in litigation, mediation, arbitration, or other dispute resolution? Yes No
If Yes, provide a copy of the Complaint/most recent amended Complaint; and an Attorney/Insurance Carrier letter confirming the Insurance Co. committed to provide the defense; and any potential monetary judgment against the HOA, or settlement with the HOA, including punitive damages, will likely be covered by the HOA's Liability Policy.
4. Do the condo project documents give a condo unit owner or any other party priority over any rights of the first mortgagee of the condo unit pursuant to its mortgage in the case of payment to the unit owner of insurance proceeds or condemnation awards for losses to or taking of condo units and/or common elements? Yes No
If Yes, state which entity(ies) has/have rights over the first mortgagee. _____

Financial Information

1. Number of unit owners currently **more than 60 days** delinquent on HOA assessments.
2. Total dollar amount of delinquencies for the unit(s) assessment **over 60 days.** \$ _____
3. Are all units assessed equally? Yes No
If Yes, All units are assessed equally at: \$ _____
If No, Assessments range from: \$ _____ to \$ _____
4. What is the frequency of the assessment charge? Monthly Quarterly Annually
5. What is the fiscal year-end **month/day**?
6. Are the units separately metered for utilities? Yes No
If No, Is having multiple units on a single meter common and customary in the local market where the project is located?
7. What utilities and services are included in the regular assessments?
8. Is there a current or planned special assessment against the unit owners? Yes No
If Yes, follow instructions on attached Addendum under Special Assessment
9. Does the project have non-incidental business operations owned or operated by the HOA including but not limited to spas, restaurants, or health clubs? Yes No
10. **New construction only:** Is the project part of a larger project (subject to a master association MHOA)? *(If Yes, complete a-b)* Yes No
 - a. What is the name of the MHOA?
 - b. What are the regular assessment fees for the MHOA?
11. Does the HOA have separate accounts for the Operating and Reserve funds? Yes No
12. Are monthly bank statements sent directly to the HOA? Yes No
13. Are 2 or more board members required to authorize disbursements from the Reserve Account? Yes No
14. Does the property manager maintain separate records and bank accounts for each HOA it manages? Yes No
15. Does the property manager have authority to disburse funds from the Reserve Account? Yes No

Insurance Information

1. Are any units or common elements located in a flood zone? Yes No
If Yes, Is flood insurance in force? Yes No

Type of Insurance	Carrier/Agent Name	Phone Number	Email Address
Property			
Liability			
Fidelity/Crime/Employee Dishonesty			
Flood			

The Property Manager or authorized HOA Representative hereby certifies to the best of their knowledge and belief, the information and statements contained on this form and any attachments are true and accurate.

Management Co. Name		Print Preparer Name	
Phone Number		Preparer Title	
Email Address		Preparer Signature	
HOA Website		Date Completed	

Use this space for additional comments from individual questions (Attach another page if more space is required.)

Condo/Co-op Questionnaire - Deferred Maintenance & Special Assessment Addendum

This Addendum is required for condominium and cooperative projects; and should be part of the applicable Condo or Co-op Questionnaire. It must be completed by an authorized representative of the HOA/Co-op Corporation.

1. When was the last building inspection by a licensed architect, licensed engineer, or any other building inspector? <i>If the report was completed in the last 3 years, provide a copy of this report. If there is no report, provide HOA/Co-op Board Meeting Minutes for the last 6 mos. If the HOA/Co-op Board doesn't hold monthly meetings, provide the most recent YE Meeting Minutes.</i>	Date: _____	
2. Did the last inspection have findings related to the safety, soundness, structural integrity, or habitability of the project? <i>(If yes, complete a-d)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a. Have the recommended repairs/replacements been completed? i. <i>If yes, provide written confirmation from one of the following: licensed engineer, licensed architect or licensed general contractor confirming the repairs remediated the unsafe condition; and the building is now safe to inhabit.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. What repairs/replacements remain to be completed? _____		
c. When will the repairs/replacements be completed?	Date: _____	
d. <i>Provide a copy of the HOA/Co-op Board Meeting Minutes to document their action plan.</i>		
3. Is the HOA/co-op board aware of any condition(s), critical repairs, &/or deferred maintenance which may negatively impact the project's (or individual unit's) safety, structural integrity, habitability, or overall soundness of the project? <i>(If Yes, complete a-c)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a. What is/are the deficiency(ies)? _____		
b. Have they all been repaired/replaced? i. <i>If yes, provide written confirmation from one of the following: licensed engineer, licensed architect or licensed general contractor confirming the repairs remediated the unsafe condition; and the building is now safe to inhabit.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Of the(se) deficiency(ies), what repairs/replacements remain to be completed? _____		
4. Is the HOA/co-op board/managing agent aware of adverse environmental factors affecting the project or any individual Units (i.e., asbestos, lead-based paint, or other environmental toxins) in a unit or common area of the project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

a. **If Yes**, attach environmental study and remediation report(s).

5. Has a reserve study been done on the project in the past 3 years? Yes No

a. If Yes, Is the HOA following recommendations of this study? Yes No

b. What is the total of the current reserve account balance(s) \$_____

6. Is it anticipated the project will need to be fully or partially evacuated to complete any planned repairs? Yes No

a. **If Yes**, attach the details of the planned repairs and evacuation.

7. Has the project failed to:

a. Obtain an acceptable certificate of occupancy (CO)? or Yes No

b. To pass local inspection or required recertification? or Yes No

c. Schedule any inspection required by the applicable jurisdiction? Yes No

d. **If yes**, what is needed to obtain the CO or to pass local inspection or recertification?

8. Has the HOA/co-op board received a directive from a regulatory authority or inspection agency to make repairs due to unsafe conditions? Yes No

a. **If Yes**, attach the following:

i. a copy of the directive detailing the violation

ii. the project's remediation plan

iii. whether the work is complete, or an estimated completion date.

iv. If the work is 100% complete, include written confirmation from one of the following: regulatory authority, inspection agency, licensed engineer, licensed architect or licensed general contractor confirming the repairs remediated the unsafe condition; and the building is now safe to inhabit.

9. Are there any outstanding violations of jurisdictional requirements (zoning ordinances, codes, etc.) related to the safety, soundness, structural integrity, or habitability of the project's building(s)? Yes No

a. **If Yes**, attach notice of jurisdictional violation document or report detailing the violation.

b. Is it anticipated the project will, in the future, have such violation(s)? Yes No

c. **If Yes**, provide details of the applicable jurisdiction's requirement and the project's remediation plan.

10. Is there a preventative maintenance plan and schedule for the deferred maintenance components to be repaired or replaced? Yes No

a. *If yes, provide the schedule.*

11. Is there a funding plan for the project's major components/items to be repaired or replaced?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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a. If Yes, are reserves adequately funded to support these?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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12. Has the HOA/co-op board obtained any loans to finance improvements or deferred maintenance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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a. If Yes, please answer the following questions:

i. Reason/purpose for loan

ii. Loan terms (e.g., What is the original loan amount?)	\$ _____
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iii. When was the first payment due date?	Date: _____
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iv. What is the current loan balance?	\$ _____
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v. When is the final payment due date?	Date: _____
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b. Has the project been delinquent in any of the loan payments in the last 12 months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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13. Are there any current/planned special assessments (SA)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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a. If yes, provide the reason/purpose of the SA

i. A Scope of Work (SOW) or similar document evidencing all required repairs.

b. Are all repairs related to safety, soundness, structural integrity, or habitability, fully complete?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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c. What are the terms of the SA such as:

i. When the SA was approved	Date: _____
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ii. Total (beginning) SA balance	\$ _____
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iii. Total current SA balance	\$ _____
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iv. What is the total SA amount per unit?	\$ _____
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v. What is the frequency of the SA payment?	_____
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vi. What is the payment amount for the subject unit?	\$ _____
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vii. Month/year monthly payments began/will begin.	_____
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viii. The expected date the SA will be paid in full.	Date: _____
ix. How many units are 60+ days delinquent with the SA?	_____
x. Was a loan taken out to cover the SA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1. Loan terms (e.g., What is the original loan amount?)	\$_____
2. When was the first payment due date?	_____
3. What is the current loan balance?	\$_____
4. When is the final payment due date?	_____
xi. Has the project been delinquent in any of the loan payments in the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Are there any SAs currently under consideration (e.g., not yet approved)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If Yes, provide the purpose/reason of the SA along with the SA's terms such as:	
i. Total SA amount	\$_____
ii. What is the total SA amount per unit?	\$_____
iii. What is the frequency of the SA payment?	_____
iv. What is the payment amount for the subject unit?	\$_____
v. The expected date the SA will be paid in full.	Date: _____
vi. Is a loan being considered to cover the SA?	<input type="checkbox"/> Yes <input type="checkbox"/> No