

# Co-op Questionnaire and Checklist



**Requestor Information:** Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Applicant(s) Name(s) \_\_\_\_\_

**Project Information:** Co-op Corporation's Name: \_\_\_\_\_

Co-op Corporation's Tax Identification (ID) Number (TIN/EIN): \_\_\_\_\_

Co-op's Physical Street Address: \_\_\_\_\_ Bldg/Unit/Apt. # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

If subject unit/apt. address is different than the co-op's; listed above, provide the Street Address below:

## Questions

- 1 Is the project 100% complete? \_\_\_\_\_
- 2 Is the project subject to additional phasing or annexation? \_\_\_\_\_
- 3 Is the builder, sponsor or developer in control of the co-op corporation? \_\_\_\_\_
- 4 What is the total building count (residential and common buildings) within the project? \_\_\_\_\_
- 5 If the project occupies 1+ buildings/addresses, list each one below: *(If more space is needed, please use add'l. page.)*

Building No.	Street Address	Building No.	Street Address
- 6 What is the total number of floors in the project? \_\_\_\_\_ Are there elevators? Y\_\_\_ N\_\_\_ If yes, how many? \_\_\_\_\_
- 7 Are the project's units attached \_\_\_\_\_ detached \_\_\_\_\_ or a combination of attached and detached \_\_\_\_\_
- 8 What is the total number of residential units in the project? \_\_\_\_\_
- 9 Minimum down payment percentage required by the co-op corporation on a co-op share loan \_\_\_\_\_
- 10 Total Shares in the project: \_\_\_\_\_ Authorized shs. \_\_\_\_\_ Shs. issued & outstanding \_\_\_\_\_
- 11 If a Shareholder Co-op (vs. Membership): how many shares are allocated to the **subject** unit? \_\_\_\_\_
- 12 How many units are more than 60 days' delinquent in their Maintenance Fees? \_\_\_\_\_
- 13 What is the Maintenance Fee for the subject unit? \$ \_\_\_\_\_; and what is the pay frequency for this fee? \_\_\_\_\_
- 14 Check the Utilities/Services in the Maintenance Fees:  
None \_\_\_ A/C \_\_\_ Heat \_\_\_ Electricity \_\_\_ Gas \_\_\_ Water/Sewer \_\_\_ Cable/Internet \_\_\_
- 15 Occupancy info (not including retail, non-residential, professional, or residential units reserved for the bldg. superintendent):
 

• Total Primary Residence units and the shares allocated to them:	Units: _____	Shares: _____
• Total 2nd Home units and shares allocated to them:	Units: _____	Shares: _____
• Total Investor & sublet units and shares allocated to them ( <i>not including sponsor owned units/shares</i> )	Units: _____	Shares: _____
- 16 Does the co-op own units (aka Treasury Share Units)? Y\_\_\_ N\_\_\_ If yes:
 

• Total units/shares owned (excluding superintendent's unit)?	Units: _____	Shares: _____
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- 17 Are there units held by the Sponsor or Holder of Unsold Shares (HOUS)? If yes:
 

• <b>For NY co-ops:</b> if the Sponsor/HOUS owns more than 10% of the total shares, when was the last NY Attorney General's Amendment filed?	Date Filed: _____
• # of vacant units & shares attributed to the Sponsor/HOUS	Units: _____ Shares: _____
• # of tenant occupied Sponsor/HOUS market rate units	Units: _____
• # of tenant occupied Sponsor/HOUS rent-regulated units	Units: _____
• Total Income from units owned by the Sponsor/HOUS	\$ _____
• Total expenses for the units owned by the Sponsor/HOUS	\$ _____
• Has the Sponsor/HOUS been current with all co-op financial obligations during the past 12 months? If no, provide details of delinquencies on a separate page.	
• Is the Sponsor/HOUS using unsold shares from subject project as collateral to secure financing for a different project? If yes, provide the Lienholder Name and Maturity Date on the next row:	

	Lienholder Name: _____	Maturity Date: _____
	• Sponsor/HOUS's Name: _____	Phone #: _____
<b>18</b>	Is there commercial/non-residential (including retail & professional) space declared as part of the project or in the building(s) where the co-op project is? If yes:	
	• Describe the commercial/non-residential unit(s) use? <i>(If more space is required, use add'l. page.)</i>	
	• Total square footage of the building the co-op project is in:	_____ Square Feet
	• Total commercial/non-residential square footage in the <b>building</b> :	_____ Square Feet
<b>19</b>	Are there "Live/Work" or "Artist in Residence" (A.I.R.) Units" in the project? If yes:	
	• Are the units primarily residential in nature?	
	• Number of Live/Work (LW) Units; and Number of A.I.R. Units	L/W: _____ A.I.R.: _____
<b>20</b>	Does the project include:	
	• Manufactured Homes	
	• Houseboats	
	• Multi-dwelling units (2 or more combined units w/o co-op approval)? If yes:	
	- Provide applicable unit numbers: _____	
<b>21</b>	Are there <b>residential condo</b> units in the project? If yes, provide the annual budget, declaration and bylaws for the <b>Master condo association</b> .	
<b>22</b>	Are there <b>commercial/non-residential condo units</b> in the project? If yes, provide the annual budget, declaration and bylaws for the <b>Master condo association</b> .	
<b>23</b>	<b>For NY &amp; N. Jersey co-ops:</b> does the co-op accept the standard Aztec(h) or Blumberg Recognition Agreement (RA)? If no, submit the RA the co-op uses. Also, if standard Aztec(h) or Blumberg RA rider is required, submit copy of same.	
<b>24</b>	Does the Co-op qualify as a Residential Co-op as defined by IRS Rule 216?	
<b>25</b>	Do any individuals/entities (i.e., the same person/investors/partnership/corp.) own more than the following units/shares attributable to those units/shares): If yes:	
	• <i>Projects with 2 to 4 units: 1 unit</i>	
	• <i>Projects with 5 to 20 units - 2 units</i>	
	• <i>Projects with 21 or more units - 10%</i>	
	• Provide the total units/shares (when applicable) owned by the single entity (SE):	Units _____ Shares _____
	• Are any of these SE-owned units rent-regulated or subject to tenant protection laws? <i>If yes, how many units?</i> _____	
	• Is the builder/developer/sponsor marketing vacant units for sale? <i>If yes, how many units?</i> _____	
	• Is/are the SE(s) current on all financial obligations?	
<b>26</b>	Are there legal resale/deed restricted units (i.e., Live/Work Residency, Limited Equity, Mitchell-Lama or HDFC) minimum/maximum sale prices, maximum income limits, affordable housing [AH], down payment assistance [DPA], age restrictions [AR])? If yes:	
	• Identify the restriction type(s):	
	• If ARs apply, verify the ARs are in the co-op legal documents	
	• Attach a list of the unit numbers/addresses of all resale or deed restricted units.	
	• <b>Attach a complete copy of the restrictions currently in force as stated in the co-op legal documents or offering plan</b>	
<b>27</b>	Does the project have central heating &/or cooling system where heating &/or cooling is centrally produced for the entire building including the individual units?	
	• <i>If no, are the units separately metered?</i>	
<b>28</b>	Is the project a conversion from another entity type (e.g. apartment building)?	
	• <i>If yes, what was the entity type _____ and the year it converted? _____</i>	

29	When was the last building inspection by a licensed architect, licensed engineer, or any other building inspector?																																																							
30	<b>Co-op Building(s) 1st Mortgage &amp; Subordinate Financing</b> Does the co-op have any blanket/underlying mortgage(s)? <i>If yes:</i> Lenders' Name(s): _____ Mortgage balance(s) and/or <b>full LOC limit:</b> \$ _____ Mortgage/LOC maturity date(s): _____ Monthly payment(s): \$ _____ Is the mortgage/LOC Fixed or Adjustable Rate (ARM)? _____ If it's an ARM, when is the next interest rate adjustment date? _____ Interest Rate: _____% If the mortgage is a balloon, what is the balloon's maturity date? N/A _____ If the mortgage/LOC matures in < 2 yrs., does the Co-op intend to refinance? If yes, use add'l. page to provide details Has the co-op been ≥ 30 days delinquent in last 12 mos. on any payments due on the mortgage(s)/LOC? If yes, use add'l. page to provide details Since the last financial statement has any mortgage/LOC been refinanced/paid off/modified/extended? If yes, provide details on add'l. page.	<table border="1"> <thead> <tr> <th data-bbox="917 205 1101 241">1st Mortgage</th> <th data-bbox="1101 205 1268 241">2nd Mortgage</th> <th data-bbox="1268 205 1539 241">Line of Credit (LOC)</th> </tr> </thead> <tbody> <tr> <td data-bbox="917 241 1101 277"></td> <td data-bbox="1101 241 1268 277"></td> <td data-bbox="1268 241 1539 277"></td> </tr> <tr> <td data-bbox="917 277 1101 312"></td> <td data-bbox="1101 277 1268 312"></td> <td data-bbox="1268 277 1539 312"></td> </tr> <tr> <td data-bbox="917 312 1101 348"></td> <td data-bbox="1101 312 1268 348"></td> <td data-bbox="1268 312 1539 348"></td> </tr> <tr> <td data-bbox="917 348 1101 384"></td> <td data-bbox="1101 348 1268 384"></td> <td data-bbox="1268 348 1539 384"></td> </tr> <tr> <td data-bbox="917 384 1101 420"></td> <td data-bbox="1101 384 1268 420"></td> <td data-bbox="1268 384 1539 420"></td> </tr> <tr> <td data-bbox="917 420 1101 455"></td> <td data-bbox="1101 420 1268 455"></td> <td data-bbox="1268 420 1539 455"></td> </tr> <tr> <td data-bbox="917 455 1101 491"></td> <td data-bbox="1101 455 1268 491"></td> <td data-bbox="1268 455 1539 491"></td> </tr> <tr> <td data-bbox="917 491 1101 527"></td> <td data-bbox="1101 491 1268 527"></td> <td data-bbox="1268 491 1539 527"></td> </tr> <tr> <td data-bbox="917 527 1101 562"></td> <td data-bbox="1101 527 1268 562"></td> <td data-bbox="1268 527 1539 562"></td> </tr> <tr> <td data-bbox="917 562 1101 598"></td> <td data-bbox="1101 562 1268 598"></td> <td data-bbox="1268 562 1539 598"></td> </tr> <tr> <td data-bbox="917 598 1101 634"></td> <td data-bbox="1101 598 1268 634"></td> <td data-bbox="1268 598 1539 634"></td> </tr> <tr> <td data-bbox="917 634 1101 669"></td> <td data-bbox="1101 634 1268 669"></td> <td data-bbox="1268 634 1539 669"></td> </tr> <tr> <td data-bbox="917 669 1101 705"></td> <td data-bbox="1101 669 1268 705"></td> <td data-bbox="1268 669 1539 705"></td> </tr> <tr> <td data-bbox="917 705 1101 741"></td> <td data-bbox="1101 705 1268 741"></td> <td data-bbox="1268 705 1539 741"></td> </tr> <tr> <td data-bbox="917 741 1101 777"></td> <td data-bbox="1101 741 1268 777"></td> <td data-bbox="1268 741 1539 777"></td> </tr> <tr> <td data-bbox="917 777 1101 812"></td> <td data-bbox="1101 777 1268 812"></td> <td data-bbox="1268 777 1539 812"></td> </tr> <tr> <td data-bbox="917 812 1101 850"></td> <td data-bbox="1101 812 1268 850"></td> <td data-bbox="1268 812 1539 850"></td> </tr> </tbody> </table>	1st Mortgage	2nd Mortgage	Line of Credit (LOC)																																																			
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31	Has the co-op been ≥ 30 days delinquent in the last 12 months on any tax, insurance, or other financial obligations? If yes, provide details on another page:																																																							
32	Is there a flip tax or stock transfer fee (not including administration or processing fees)? If yes: <ul style="list-style-type: none"> <li>• What is the dollar amount or percentage of the flip tax? _____% \$ _____</li> <li>• Is the amount of flip tax profit based? If no, explain on add'l. page.</li> <li>• Is the lender exempt from paying flip tax?</li> </ul>																																																							
33	Does the co-op receive any tax/assessment abatements? <ul style="list-style-type: none"> <li>• If yes, what is the expiration date of the abatement?</li> <li>• If yes, is this a Tax Abatement?</li> <li>• If not a Tax Abatement, what is the abatement type?</li> </ul>																																																							
34	Are mechanic's or ECB liens filed against the co-op? If yes, see docs required at end of questionnaire.																																																							
35	Other than foreclosure, is the co-op, developer, or sponsor named as a party in pending litigation, arbitration or mediation? <i>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.</i>																																																							
36	Is there a Ground Lease? If yes, see attached Addendum for requirements.																																																							
37	Is this a land-home or land-lease project where the co-op owns land but does not own the individual units?																																																							

38	Does the builder, sponsor or developer have any ownership interest in the project other than unsold units or shares? <i>If yes, describe the ownership interest below or on an add'l. page:</i> _____	
39	The occupancy rights are granted to a tenant/shareholder or member by a(n): <ul style="list-style-type: none"> <li>• <i>If it's a Proprietary Lease, provide the Lease Expiration Date here _____ - A copy of the Proprietary Lease Page verifying the Expiration Date is also required.</i></li> <li>• <i>If it's an Occupancy Agreement, does it renew automatically?</i></li> <li>• <i>If no, provide the Occupancy Agreement Expiration Date here: _____ - A copy of the Occupancy Agreement Page verifying the Expiration Date is also required.</i></li> </ul>	
40	Do the governing documents permit subletting with/without board approval? <ul style="list-style-type: none"> <li>• <i>If no, does the restriction apply to lenders in a foreclosure or deed in lieu? Provide documentation to support subletting provisions as necessary.</i></li> </ul>	
41	Is the co-op board/management co. licensed, registered or have a permit to operate the co-op as transient housing such as vacation rental, hotel, motel, resort or hospitality entity?	
42	Is the project professionally managed by a licensed hotel, motel, resort or hospitality entity that also facilitates short term rentals for tenant shareholders/members? <ul style="list-style-type: none"> <li>• <i>If yes, is the licensed entity an independent division from the property management division?</i></li> <li>• <i>If yes, is the unit owner required to contract with the transient rental division to rent their unit?</i></li> </ul>	
43	Are tenant shareholders/members restricted from occupying their units during any part of the year? <ul style="list-style-type: none"> <li>• <i>If yes, describe the occupancy restriction below or on an add'l. page:</i> _____</li> </ul>	
44	Does the co-op operate and allow occupancy year-round (12 months)?	
45	Are owners required to share profits from their unit rental with the co-op board, management co., rental operator or hotel rental company?	
46	Are tenant shareholders/members required to use a specific rental agency or agencies when renting out their units?	
47	Please indicate Yes or No for each of the items below:	
	• Project has a registration desk that serves as a vacation rental registrations.	
	• Project has a designated space (e.g. a co-op-owned unit, an area in the project's lobby or other common areas) for the operation of an on-site rental operator.	
	• Project has a rental registration website for rentals of units on a daily or shortterm basis.	
	• Project offers daily cleaning services.	
	• Project offers porters or luggage service.	
	• Project has a central telephone system.	
	• Project has a central key system.	
	• Project offers room service.	
	• Project has units that are less than 400 square feet.	
	• Project has units that do not contain full-sized kitchen appliances.	
	• Project has units with interior doors that adjoin other units (e.g. lock-off or suite units)	
48	Does the co-op board charge a fee to the tenant shareholder/member (or their transient renter) when the unit is rented on a transient basis, or to a tenant shareholder/member who doesn't elect to rent their unit on a transient basis through the co-op/property manager's preferred rental operator? <i>(This doesn't include fees charged to reimburse the cost of wear and tear to the project's facilities &amp;/or amenities from transient renters or a fee charged for reviewing the terms of the transient rental contract.)</i>	
49	Does the co-op board or its managing agent collect and remit required taxes such as transient, short term rental, hotel occupancy, sales or excise taxes?	
50	Is the project a conversion from a hotel or other type of transient housing? <ul style="list-style-type: none"> <li>• <i>If yes, was the conversion a gut rehabilitation?</i></li> </ul>	
51	Do the units have interior decorating restrictions imposed by the co-op board/managing agent?	
52	Are tenant shareholders/members required to make their units available for rental pooling (daily or otherwise)?	

53	Is there a minimum unit rental period required? • <i>If yes, what is the minimum rental period?</i>	
54	Does the co-op have any mandatory, upfront or periodic membership fees recreational amenities, such as country club facilities and golf courses, owned by an outside party? • <i>If yes, explain what amenit(ies) the mandatory fees are for and who owns the amenity(ies)</i>	
55	Is there a hotel located at the same address, in the same building or within the project?	
56	Does the project have time-share or fractional ownership units?	
57	Is any part (or all) of the project an assisted living community providing meals or medical care?	
58	Are the project's common elements or recreational facilities leased by or to the co-op in any agreement(s) with an outside entity? • <i>If yes, provide the shared amenities agreement.</i>	
59	What is the total dollar amount of cash in Operating (or Working) Accounts?	\$ _____
60	What is the total dollar amount of cash or cash equivalents in Reserve Account?	\$ _____
61	Are separate bank accounts maintained for the Operating and the Reserve Accounts?	
62	Does the bank send bank statements directly to the co-op board; or does at least one board member have online access to monitor banking activity?	
63	Are two board members required to sign checks written from the reserve account?	
64	Is the project managed by a managing agent? If yes, • <i>Does the managing agent maintain separate records &amp; bank accounts for each co-op it manages?</i>	
<p><b>For all projects: on the follow page, below the Managing Agent's Certification, Contact Information, and Signature, is a list of (additional) docs required from the Co-op Board/Managing Agent. Please review the list and provide all applicable docs. This list is in addition to the Deferred Maintenance/Special Assessment Addendum required docs found in the attached Deferred Maintenance &amp; Special Assessment Addendum.</b></p>		

*The Managing Agent or Co-op Board hereby certifies that to the best of my knowledge and belief, the information and statements contained on this form and any attachments are true and accurate.*

**Certification**

Preparer's Printed Name:	
Preparer's Title:	
Preparer's Signature (required):	
Date:	
Co-op Corporation's Name:	
Street Address:	
City/State/Zip:	
Phone Number:	
Email Address:	
Fax Number:	
Co-op's Website Address:	

**Management Company**

Management Agent Company Name:	
Managing Agent Contact Name:	
Phone Number (required):	
Email Address (required):	

**Docs Required of the Co-op Board/Managing Agent (in addition to required docs listed on attached Addendum)**

<ul style="list-style-type: none"> <li>• Current annual Budget</li> </ul>
<ul style="list-style-type: none"> <li>• Most recent years' Audited Financial Statements including the accompanying Notes to the Financial Statements. When Audited Financial Statements are not available, the last years' filed Federal Income Tax Returns (1120s including all schedules signed and dated by the co-op's Accountant/CPA/duly authorized Board Member to sign).</li> </ul>
<ul style="list-style-type: none"> <li>• If there is a Proprietary Lease, a copy of same. If the expiration date was amended, a copy of the amendment.</li> </ul>
<ul style="list-style-type: none"> <li>• If the project has an occupancy agreement, a copy of same.</li> </ul>
<ul style="list-style-type: none"> <li>• Certificate of Insurance or ACORD evidencing the following coverage:             <ul style="list-style-type: none"> <li>- Property Insurance including Building Ordinance &amp; Law; and if applicable (Steam Boiler &amp; Machinery for at least \$2 Million)</li> <li>- Liability (General &amp; Excess, if required) evidencing Severability of Insured or Separation of Insured</li> <li>- For co-ops with 20+ units: Fidelity Bond/Crime/Employee Dishonesty coverage for co-op and managing agent (when the managing agent is permitted to handle the co-op's assets and are not listed as a covered employee, agent, contractor, or vendor in the co-op's policy, the managing agent must provide evidence of the managing agent's Fidelity Bond Policy for at least the amount the co-op is required to have.)</li> <li>- Rent Loss (if applicable)</li> <li>- Master Flood (if applicable)</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• For current/recent mechanic's or ECB Liens, documentation the lien(s) was/were satisfied.</li> </ul>
<ul style="list-style-type: none"> <li>• If co-op building is located on leased land (subject to a ground lease), submit the following docs:             <ul style="list-style-type: none"> <li>- Original Master Lease</li> <li>- All sub-leases (if applicable)</li> <li>- Amendments or Riders (if applicable)</li> <li>- Lease Memorandum (if applicable)</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• If the Co-op, developer, or sponsor is name as a part in pending litigation, arbitration or mediation, please provide the following:             <ul style="list-style-type: none"> <li>- 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</li> </ul> </li> </ul>

# 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