

FHA SUA and HRAP Document Checklist 4 17 2024

	Documents Required	SUA (Single Unit Approval)	HRAP (HUD Review & Approval Process)
1	Completed HUD-9991 Form Questionnaire	X	
	Completed HUD-9992 Form Questionnaire		X
2	Approved, Annual Budget (See note below) when an Engineer's Report is required)	X	X
3	Last 2 years' Actuals (aka Profit & Loss or Income Statement)		X
4	YTD Actuals (aka Profit & Loss or Income Statement)		X
5	Balance Sheet dated w/in last 90 days		X
6	If the Project has a Special Assessment : <ul style="list-style-type: none"> • Original Balance • Current Balance • Unit owners' monthly/quarterly/annual payment • Current Payment status • If there was a loan taken out, whether the monies were used for critical repairs, and • If this work is complete, etc. 	X	X
7	RECORDED Condo Legal Documents aka Conditions, Covenants & Restrictions (CC&Rs), Public Offering Statement (POS) or Prospectus. These documents may include any (or all) of the following (as applicable per state condominium law):	X	X
	• Master Deed/Declaration	X	X
	• Bylaws	X	X
	• Articles of Incorporation when required by the state (HRAP ONLY)		X
	• Rules and Regulations	X	X
	• Amendments	X	X
	• Plat (or Plot) Map (HRAP ONLY)		X
• If no Plat (or Plot) Map, Site Map (HRAP ONLY)		X	
8	Engineer's or Architect's Report with Reserve Study is required when: <ul style="list-style-type: none"> • HRAP ONLY: The project is a conversion created in the last 24 mos. (The 24-month period begins on the conversion date - the date the legal documents were recorded.) • The annual budget doesn't have a Reserve Contribution = 10% of the HOA Dues • There is deferred maintenance & the report was issued in the last 36 months 	X	X
9	Master HOA Insurance Certificate(s) for the following:	X	X
	• Property (Hazard) - confirming 100% Replacement Cost; and if there is coinsurance, either an Agreed Amount endorsement, selection of the Agreed Value Option, or evidence of the Replacement Cost Valuation used	X	X
	• Liability - amount of coverage must be at least \$1 Million per occurrence	X	X
	• Fidelity/Employee Dishonesty/Crime - amount of coverage must be a minimum of the total in the Reserves Savings Account plus 3 months' HOA Dues of the current, annual approved 2024 Budget	X	X
	• Flood (when any part of a building in the project is in Flood Zone "A" or "V"). (If the project is New Construction in Flood Zone "A" or "V", HUD will not permit project approval)	X	X
10	Property Management Agreement - fully executed		X
	NEW CONSTRUCTION ONLY		
11	Presale and Completion Status Report to include the following:		X
	• Listing of each Legal Phase, Bldg., and Unit		X
	• Occupancy of each unit under contract or closed		X
	• Construction status of each building/unit & eta of completion		X
	• Completed HUD 9254I – Builders' Certification of Plans, Specifications & Site		X