

Borrower Name: _____ Unit #: _____
 Project Legal Name: _____
 Project Address: _____

Please answer all questions; where numbers are requested, please provide the count (not the percentage).

1. Does the project have any of the items listed below? *Please check all that apply.* ☐ Yes ☐ No
 - ☐ Central Phones ☐ Check-in Desk ☐ Continuing Care Retirement Community
 - ☐ Hotel Operations ☐ Houseboat ☐ Maid Service ☐ Mandatory Rental Pool
 - ☐ Manufactured Housing ☐ Multi-Dwelling Unit (more than 1 unit per Deed)
 - ☐ Timeshares ☐ Under 30-Day Rentals
 - ☐ Project Listed as Investment Security with the SEC
 - ☐ Project Contains Non-Incidental Business Operations (Restaurant, Spa, Etc.)
 - ☐ Project is Common Interest Apartment or Community Apartment Property
2. Is the HOA a licensed Hotel, Motel, Resort, or Hospitality Entity? ☐ Yes ☐ No
3. Does project have any significant deferred maintenance that meets one or more of the following criteria: ☐ Yes ☐ No
 - a) full or partial evacuation of the building for 7 or more days is required to complete repairs;
 - b) project has deficiencies, defects, substantial damage, or deferred maintenance that
 - i) is severe enough to affect safety, soundness, structural integrity, or habitability of improvements,
 - ii) improvements need substantial repairs and rehabilitation, including many major components, or
 - iii) impedes safe and sound functioning of one or more of the building's major structural or mechanical elements, including but not limited to foundation, roof, load-bearing structures, electrical system, HVAC, or plumbing?
4. Has project failed to obtain an acceptable certificate of occupancy or pass local regulatory inspections or recertifications in the last 5 years? ☐ Yes ☐ No
 - a) If no, provide any applicable inspection, engineering, or other certification reports related to any issues. _____
5. Does the HOA or do the Legal Documents require owners to make units available for rental pooling? ☐ Yes ☐ No
6. Does the HOA or do the Legal Documents require owners to share profits for the rental or units with the HOA Management Company or resort/hotel rental company? ☐ Yes ☐ No
7. Please list total number of units in the project for items a—g (please enter numbers, not percentages):
 - a. Number in the project _____
 - b. Number sold and closed _____
 - c. Number under contract to owner occupants _____
 - d. Number under contract to investors _____
 - e. Number under contract to second home/vacation home buyers _____
 - f. Number owned by a single person/entity _____
 - g. Number over 60 days delinquent, and dollar amount of delinquency _____
8. Are there any additional phases? ☐ Yes ☐ No
9. Units are owned as ☐ Fee Simple / ☐ Leasehold
10. Are all units, common areas, and amenities completed? ☐ Yes ☐ No
11. Date association was turned over to unit owner control (Month/Year) _____
12. Is the project a conversion? ☐ Yes ☐ No
 - a. If yes, was conversion a Gut Rehab with renovation of a property down to the shell with replacement of all HVAC & electrical components? Year converted: _____ ☐ Yes ☐ No
13. Does the project contain any governmentally regulated low- or moderate-income housing units (also known as inclusionary zoning)? ☐ Yes ☐ No
14. Is the project subject to a recreation/land lease? ☐ Yes ☐ No



CONDOMINIUM HOA FULL REVIEW QUESTIONNAIRE

Borrower Name: _____ Unit #: _____

15. Are the units subject to private transfer fee covenants? ☐ Yes ☐ No
a. If yes, private transfer fee paid to: _____
16. Does the project have a mandatory club membership? ☐ Yes ☐ No
a. If yes, the club owner is: _____
17. Are there any special assessments ongoing or planned? ☐ Yes ☐ No
a. If yes, reason for special assessment: _____
18. Is the association subject to any lawsuits or litigation? ☐ Yes ☐ No
a. If yes, please attach a copy of the Legal Complaint filed with the court.
19. Does the project contain any commercial space? ☐ Yes ☐ No
a. If yes, what percentage of the project is commercial? _____
20. Has the HOA or Developer retained any right of first refusal? ☐ Yes ☐ No
a. If yes, are the mortgagees (lenders) excluded from this right of first refusal? ☐ Yes ☐ No
21. If a unit is Foreclosed or claimed with Deed-in-lieu of Foreclosure is the lender responsible for HOA dues? If yes, how long? ☐ 0—6 months ☐ more than 6 months ☐ Yes ☐ No
22. Is the project located in a Master Association? ☐ Yes ☐ No
a. If yes, Master Association legal name: _____
b. and Master Association legal entity type is: ☐ Condominium ☐ PUD
c. Master Association required to pay fees? ☐ Yes ☐ No and if Yes, amount: _____
23. Does the HOA or Management Company maintain separate accounts for operating expense and reserve funds? ☐ Yes ☐ No
24. Is the project managed by an outside professional management firm? ☐ Yes ☐ No
a. If yes, will the outside management contract expire within three years? ☐ Yes ☐ No
b. and can the outside management contract be canceled by either party with or without cause with 90-day written notice? ☐ Yes ☐ No
25. Are monthly account statements being sent directly to the HOA? ☐ Yes ☐ No
26. Monthly HOA dues per unit _____
27. Date monthly dues are assessed _____
28. Segregated reserve account balance _____
29. Insurance: Agent Name: _____ Phone: _____

SOURCE OF INFORMATION: Acceptable sources of information include an officer of the condominium association or a qualified employee of the association's management company.

Source Name

Source Title

Source Signature

Date Completed

Source Email Address

Source Phone Number

Association Website Address: _____