



Condominium Project Questionnaire - Full Form

Homeowners' Association (HOA) or Management Company: This form has been sent to you on behalf of an individual seeking mortgage financing to purchase or refinance a unit in this project. The mortgage lender needs this information to determine the eligibility of the project for mortgage financing purposes. Questions about this form should be directed to the lender contact.

Lender Name		Lender Phone Number	
Contact Name		Lender Fax Number	
Lender Address		Lender Email Address	

Basic Project Information

1	Project Legal Name	
2	Project Physical Address	
3	HOA Management Name	
4	HOA Management Address	
5	HOA Tax ID #	
6	HOA Management Company Tax ID #	
7	Name of Master or Umbrella Association	
8	Does the project contain any of the following: (check all that apply)	
a	<input type="checkbox"/>	Hotel/motel/resort activities, mandatory or voluntary rental-pooling arrangements, or other restrictions on the unit owners ability to occupy the unit
b	<input type="checkbox"/>	Deed or resale restrictions
c	<input type="checkbox"/>	Manufactured homes

d	<input type="checkbox"/>	Mandatory fee based memberships for use of project amenities or services
e	<input type="checkbox"/>	Non-incident income from business operations
f	<input type="checkbox"/>	Supportive of continuing care for seniors or for residents with disabilities

Project Completion Information

1. Is the project 100% complete, including all construction or renovation of units, common elements and shared amenities for all project phases? Yes No If No, complete the table below:

		Yes	No
a	Is the project subject to additional phasing or annexation?	<input type="checkbox"/>	<input type="checkbox"/>
b	Is the project legally phased?	<input type="checkbox"/>	<input type="checkbox"/>
c	How many phases have been completed?		
d	How many total phases are legally planned for the project?		
e	How many total units are planned for the project?		
f	Are all planned amenities and common facilities fully complete?	<input type="checkbox"/>	<input type="checkbox"/>

2. Has the developer transferred control to the unit owners?

- Yes, date transferred: _____
 No, estimated date the transfer will occur: _____

Newly Converted or Rehabilitated Project Information

1. Is the project a conversion within the past 3 years of an existing structure that was used as an apartment, hotel/resort, retail or professional business, industrial or for other non-residential use? Yes No If No, complete the table:

		Yes	No
a	In what year was the property built? _____		
b	In what year was the property converted? _____		
c	Was the conversion a full gut rehabilitation of the existing structure(s), including replacement of all major mechanical components?	<input type="checkbox"/>	<input type="checkbox"/>
d	Does the report from the licensed engineer indicate that the project is structurally sound, and that the condition and remaining useful life of the projects major components are sufficient?	<input type="checkbox"/>	<input type="checkbox"/>
e	Are all repairs affecting safety, soundness and structural integrity complete?	<input type="checkbox"/>	<input type="checkbox"/>
f	Are replacement reserves allocated for all capital improvements?	<input type="checkbox"/>	<input type="checkbox"/>
g	Are the projects reserves sufficient to fund the improvements?	<input type="checkbox"/>	<input type="checkbox"/>

Financial Information

1. How many unit owners are 60 or more days delinquent on common expense assessments?

2. In the event a lender acquires a unit due to foreclosure or a deed-in-lieu of foreclosure, is the mortgagee responsible for paying delinquent common expense assessments? Yes No

If Yes, for how long is the mortgagee responsible for paying common expense assessments?
(select one) 1 to 6 months 7 to 12 months more than 12 months

3. Is the HOA involved in any active or pending litigation? Yes No

If Yes, attach documentation regarding the litigation from the attorney or the HOA. Provide the attorney's name and contact information:

Name: _____ Phone: _____

Ownership and Other Information

1. Complete the following information concerning ownership of units:

	Entire Project	Subject Legal Phase (in which unit is located) if applicable
Total number of units		
Total number of units sold and closed		
Total number of units under a bona-fide sales contract		
Total number of units sold and closed or under contract to owner occupants		
Total number of units sold and closed or under contract to second home owners		
Total number of units sold and closed or under contract to investor owners		
Total number of units being rented by developer, sponsor or converter		
Total number of units owned by the HOA		

2. Complete the following table if more than one unit is owned by the same individual or entity:

Individual/Entity Name	Developer or Sponsor (Yes or No)	Number of Units Owned	Percentage Owned of Total Project Units	Number Leased at Market Rent	Number Leased Under Rent Control
	<input type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> Yes <input type="checkbox"/> No				

3. Do the unit owners have sole ownership interest in and the right to use the project amenities and common areas? Yes No

If No, explain who has ownership interest in and rights to use the project amenities and common areas (next page):

3. Are any units in the project used for commercial or non-residential purposes?
Yes No

If Yes, complete the following table:

Type of Commercial or Non-Residential Use	Name of Owner or Tenant	Number of Units	Square Footage	% Square Footage of Total Project Square Footage
				%
				%
				%
				%

4. What is the total square footage of commercial space in the building that is separate from the residential HOA? Include above and below grade space used for commercial purposes, such as public parking facilities, retail space, apartments, commercial offices, and so on.