



CONDOMINIUM HOA FULL REVIEW QUESTIONNAIRE

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 a structural and/or mechanical inspection been completed in the past 3 years? [] Yes [] No
a) If yes, please provide a copy of the inspection report
5. Has the 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 yes, provide any applicable inspection, engineering, or other certification reports related to any issues
6. Does the HOA or do the Legal Documents require owners to make units available for rental pooling? [] Yes [] No
7. Does the HOA or do the Legal Documents require owners to share profits for the rental of units with the HOA Management Company or resort/hotel rental company? [] Yes [] No
8. Please list the total number (not percentage) of units in the project for items a - g:
a) Number in the project _____
b) Number sold and closed or under contract _____
c) Number sold/under contract to owner occupants _____
d) Number sold/under contract to investors _____
e) Number sold/under contract to second home/vacation home buyers _____
f) Number owned by a single entity/person _____
g) Number over 60 days delinquent and dollar amount of delinquency _____
9. Is the project subject to any additional phasing? [] Yes [] No
10. Units are owned as: [] Fee Simple [] Leasehold
11. Are all units, common areas, and amenities completed? [] Yes [] No
12. Date Association was turned over to the unit owners (Month/Year) _____
13. Is the project a conversion? [] Yes [] No
a) If yes, was the conversion a Gut Rehab with renovation down the shell with replacement of all HVAC & electrical components? Year Converted: _____



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- 14. Does the project contain any governmentally regulated low-or moderate-income housing units (also known as inclusionary zoning)? Yes No
- 15. Is the project subject to a recreation/land lease? Yes No
- 16. Are the units subject to private transfer fee covenants? Yes No
 - a) If yes, the private transfer fee is paid to: _____
- 17. Does the project have a mandatory club membership? Yes No
 - a) If yes, the club owner is: _____
- 18. Are there any special assessments ongoing or planned? Yes No
 - a) If yes, reason for special assessments: _____
- 19. 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.
- 20. Does the project contain any commercial space? Yes No
 - a) If yes, what percentage of the project is commercial? _____
- 21. Has the HOA or Developer retained a right of first refusal? Yes No
 - a) If yes, are the mortgagees (lenders) excluded from this right of first refusal? Yes No
- 22. If a unit is Foreclosed or claimed with Deed-in-lieu of Foreclosure is the lender responsible for HOA Dues? Yes No
 - a) If yes, how long? 0 – 6 months more than 6 months
- 23. Is the project located in a Master Association? Yes No
 - a) If yes, Master Association Legal Name: _____
 - b) Master Association legal entity type is: Condominium PUD
 - c) Master Association required to pay fees? Yes No and if yes, amount: _____
- 24. Does the HOA or Management Company maintain separate accounts for operating expenses and reserve funds? Yes No
- 25. 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 cancelled by either party with or without cause with 90-days' written notice? Yes No
- 26. Are monthly account statements being sent directly to the HOA? Yes No
- 27. Monthly HOA Dues per unit _____
- 28. Date monthly dues are assessed _____
- 29. Segregated reserve account balance _____
- 30. 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: _____