



## CONDO PROJECT QUESTIONNAIRE

Borrower's Name: \_\_\_\_\_ Loan Number: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Subject Unit# \_\_\_\_\_ Subject Unit's Phase: \_\_\_\_\_

1. Please entirely fill out the following grid. If the project has 1 legal phase, the Subject Phase column can be left blank.

TOTAL NUMBER OF LEGAL PHASES IN THE PROJECT	ENTIRE PROJECT	SUBJECT PHASE
Number of Complete Units		
Number of Units Sold		
Number of Units for Sale		
Number of Units that are Owner-Occupied		
Number of Units that are Rented	Cannot exceed 50% on Investment properties	
Number of Units owned by the Developer		

2	Has control of the HOA been turned over the unit owners?	Yes		No	
	If so, enter the date				
3	Is the project 100% complete, including units and common elements?	Yes		No	
	If No, is the project substantially complete, meaning: <ul style="list-style-type: none"> <li>A certificate of occupancy or similar document has been issued by the applicable governing agency; and</li> <li>All units in the subject buildings are complete (subject to installation of buyer selection items, such as appliances)</li> </ul>	Yes		No	
4	Is the project subject to additional phasing?	Yes		No	
5	Is the project converted from a previously existing building?	Yes		No	
	a. When was the conversion complete?				
	b. What was the previous use of the building?				
	c. Was there a complete gut rehabilitation of the building?				
6	Does the developer rent any unsold units?	Yes		No	
	If so, how many? <b>Cannot rent more than 10% of the project's units</b>				

7	What is the total number of units 60 days or more past due on their HOA dues?	Cannot exceed 15% of the project			
8	Does any single entity own more than 10% of the units in the project?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If Yes, please identify the entity and the number of units they own.	If yes, project is declined			
9	Does the project allow units to be leased or rented for less than a 30-day period? If Yes, please answer questions A - C.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	a. Are short-term rentals advertised by the HOA, or does the HOA in any way facilitate or participate in short-term rentals? If yes, project is declined	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	b. Does the project have an on-site check-in rental desk? If yes, additional information will be requested	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	c. Does the project offer food or cleaning services? If yes, additional information will be requested	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
10	Does the project include any mandatory rental pooling agreements, or others restrictions on the owner's ability to occupy the unit? If yes, will need to review the agreements and/or restrictions – could result in a project decline	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
11	Does the project include any timeshares or segmented ownership? If yes, project is declined	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12	Does the project contain any commercial space? If Yes, answer questions A - C.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	a. What percentage of total space is used for commercial/non-residential use? Cannot exceed 25%				
	b. Describe the commercial space				
	c. Does the HOA own/operate any businesses in the commercial space?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If Yes, identify the businesses.				
13	Does the project include any amenities or recreational facilities?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If Yes, please indicate whether an entity other than the HOA owns them				
14	Are there any ongoing or pending special assessments in place for the project? If Yes, answer questions A - C.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	a. What is the total assessment amount for the subject unit?				
	b. What is the frequency of payments?				
	c. What is the amount of each payment?				
15	Is the HOA involved in any current or pending litigation, other than standard foreclosure actions? If Yes, please provide a copy of the legal complaint along with this form. If yes, need litigation papers for review	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
16	Do the project legal documents include any restrictions on sale which would limit the free transferability of title? Examples include age restrictions, Right of First Refusal, and affordable housing units. If yes, the restriction must be reviewed. Continuing care facilities and age restricted communities will be declined under our resale restriction overlay	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
17	In the event of substantial change/cancellation of the HOA's master insurance policy, is the agency required to provide written notification at least 10 days beforehand? Please do not answer with contact information for the insurance agency. If no, project is declined	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>



INSURANCE INFORMATION <i>Do not enter "Contact Agent"</i>				
Insurance Type	Carrier/Agent Name	Phone#	Policy#	Coverage Amount
Hazard				
Liability				
Fidelity				
Flood				

I, the undersigned, certify that to the best of my knowledge and belief, the information and statements contained on this form and the attachments are true and correct.

Signature of Association Representative or Preparer	Date	Phone Number
Name of Association Representative or Preparer	Title	
Preparer's Company and Address		