



BORROWER NAME _____	LOAN NO. _____	UNIT NO. _____
PROJECT NAME _____		
ADDRESS _____	CITY _____	STATE _____ ZIP _____

PROJECT AND UNIT INFORMATION

1. Project is: Condo PUD	2. Unit is: Attached Detached	3. Units are: Fee Simple Leasehold	4. Unit owners in control of HOA? Yes, as of _____ No (MM/YY)
5a. Are all units complete? Yes, year built: _____ No, est. completion date: _____ (MM/YY)		5b. Are all common elements and amenities with the subject phase complete? Yes No, incomplete items in the phase: _____	
6a. Is the project a legally phased project? Yes, # of phases planned for the project _____ No		6b. If yes, is the project subject to additional phasing/annexation/add-ons? Yes, # of phases planned/units to be built _____ No	
7a. Is the project a conversion of an existing building? Yes, what was original purpose of the project? _____ No, completion date: _____		7b. If yes, was conversion a full gut-rehabilitation? Yes No	

8. Project pre-sale and owner occupancy questions are for residential units only:

	Entire Project	Subject Phase
a. Date when first units made available for sale:	_____	_____
b. Total number of units:	_____	_____
c. Number of residential units sold and closed:	_____	_____
d. Number of units under contract: entire project/subject phase	_____	_____
e. Occupancy: entire project/subject phase		
i. Number of units owned as primary residence:.	_____	_____
ii. Number of units owned as second / vacation homes:	_____	_____
iii. Number of units owned as investment properties:	_____	_____
iv. Number of rented units owned by the developer/association:	_____	_____
f. Number of sales in last 90 days: entire project/subject phase:	_____	_____

9. How many units are over 30 days delinquent? 30 days _____ 60 days _____ 90+ days _____	10a. Total income budgeted this year: _____
	10b. Total reserves budgeted: _____

YES	NO	<p>11. Is project part of a "Master" or "Umbrella" Association? If YES, please list name of Master Association: _____</p> <p>12. Does any one person or entity own more than one unit? If YES, please list entity and how many each own: _____</p> <p>13. Are there any pending or outstanding special assessments? If YES, please explain: _____</p> <p>14. Is the HOA involved in any litigation, mediation, arbitration, or other dispute resolution process? If YES, please explain and provide documentation: _____</p> <p>15. Are there any adverse environmental factors affecting the project as a whole or as individual units? _____</p> <p>16. Does the homeowners' association have a reserve fund separate from the operating account? a. If YES, is it adequate to pay for deferred maintenance? Yes No b. Amount in fund: _____</p> <p>17. Do the project legal documents include any restrictions on sale which would limit the free transferability of title? a. List restrictions: _____ b. Are any units subject to Affordable Housing or Age Restrictions? Yes No</p>
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YES NO

18. Is the unit part of a legally established condominium project, in which common areas are owned jointly by unit owners? _____
19. If there are amenities / recreational facilities, are they owned by the HOA?
- | | | |
|---|-----|----|
| a. Do unit owners have sole ownership & exclusive right to project facilities? | Yes | No |
| b. Are any project facilities (parking, recreation facilities) leased to the HOA? | Yes | No |
20. Project qualities:
- a. Does the project consist of manufactured housing units?
 - b. Are any units less than 600 square feet?
 - c. Are any of the units used for "live-work" (e.g., the unit owner lives in a loft area and runs a business on the ground floor)?
 - d. Is the project a Continuing Care Retirement Community or Life Care Facility where residents sign long-term contracts for housing, medical, assisted-living, and other services?
21. If a unit is taken over in foreclosure or deed-in-lieu, is the lender responsible for delinquent HOA dues?
- a. If yes responsible for ____0-6months ____7+ months
22. Does the property operate as a resort hotel; renting units on a daily basis?
- a. If YES, years of operation: _____
 - b. Percentage of square footage: _____
 - c. Describe services offered: _____
23. Is any part of the project used for commercial purposes?
- a. If yes, what percentage: _____
24. Do the project legal documents or local zoning limit the amount of time the owners can live in their unit?
25. HOA is named insured on master insurance policy?
26. Are common elements / limited common elements insured to 100% replacement cost?
- a. Coverage
 - b. Deductible
 - c. Expiration Date
27. Are units or common improvements located in a flood zone?
- a. If YES, is flood insurance in force? Yes No
 - b. Does this cover at least 100% replacement? Yes No
 - c. Or, is this the coverage maximum available per condominium federal flood program?
28. Is the HOA insured for general liability?
- a. If YES, amount per occurrence: _____
29. Does the HOA provide hazard insurance coverage for the interior (walls-in) of the condominium unit?
30. Is the HOA insured for Fidelity Bond?
- a. If YES, amount: _____
 - b. Amount carried by management company: _____
31. Minimum number of days required for written notification to be given to HOA or insurance trustee before any substantial changes or cancellation of the project coverage: _____

INSURANCE CARRIER INFORMATION

Insurance Carrier: _____
Agent Name: _____
Phone #: _____
Email: _____

HOA MANAGEMENT INFORMATION

Print Name: _____
Position / Title: _____
Phone #: _____
Email: _____
Signature: _____ Date: _____