

Condominium Project Questionnaire – Limited Review

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. Complete and return this form by _____ (enter date).

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

I: Basic Project Information

1	Project Legal Name	
2	Project Physical Address	
3	HOA Management Address	
4	HOA Name (if different from Project Legal Name)	
5	Name of Master or Umbrella Association (if applicable)	
6	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 owner's 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-incidental income from business operations
f	<input type="checkbox"/>	Supportive or continuing care for seniors or for residents with disabilities

Provide additional detail here, if applicable (optional):

II: Project Completion Information

Answer all questions below:		Yes	No
1	Is the project 100% complete, including all construction or renovation of units, common elements, and shared amenities for all project phases?	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the project subject to additional phasing or annexation?	<input type="checkbox"/>	<input type="checkbox"/>
3	Has the developer transferred control of the HOA to the unit owners?	If yes, date of transfer:	If no, estimated date of transfer:
4	Are 90% or more of the units conveyed (sold and closed) to unit purchasers?	<input type="checkbox"/>	<input type="checkbox"/>

III: Financial Information

1. 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

2. 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:

IV: Ownership & Other Information

1. 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		%		

2. Are any units in the project used for commercial or non-residential purposes?

Yes* ☐ No ☐

*If Yes, complete the following:

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

3. 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.

Total square footage of commercial space:

V: Insurance Information & Financial Controls

Type of Insurance	Carrier/Agent Phone Number	Policy Number
Hazard		
Liability		
Fidelity		
Flood		

VI: Contact Information

Name of Preparer	
Title of Preparer	
Preparer's Company Name	
Preparer's Phone	
Preparer's Email	
Preparer's Company Address	
Date Completed	