

**CONDOMINIUM HOMEOWNERS ASSOCIATION QUESTIONNAIRE**  
**Limited Review Only**

Lender Contact Name: \_\_\_\_\_  
Lender Phone # \_\_\_\_\_ Lender Email: \_\_\_\_\_  
Borrower: \_\_\_\_\_ Loan # \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
HOA Tax ID \_\_\_\_\_  
HOA Management Co. Tax ID \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

1. Are all common elements and/or facilities complete? YES NO  
a. If NO, are all common elements or recreational facilities associated with the subject phase complete? YES NO
2. Is the project subject to additional phasing and add-ons? YES NO  
a. If YES, number of additional units to be built: \_\_\_\_\_
3. Is the project a conversion of existing buildings? YES NO  
a. If YES, date converted \_\_\_\_\_
4. What date did the homeowners take control of the HOA from the builder? \_\_\_\_\_
5. Are 90% or more of the units conveyed (sold & closed) to unit purchasers? YES NO

	Entire Project	Subject Phase
6. Total number of units in project:	_____	_____
7. Number of units sold and closed:	_____	_____
8. Number of units under contract:	_____	_____
9. Number of units rented:	_____	_____

10. What are the monthly amounts of HOA dues? \_\_\_\_\_
11. Is the HOA involved in any active or pending litigation? YES NO
12. Do the project legal documents or the local zoning limit the amount of time the owners can live in their unit? YES NO
13. Is unit part of a legally established condo project, with common areas jointly owned by unit owners? YES NO
14. Are the units owned in fee simple or leasehold? FEE SIMPLE LEASEHOLD
15. Are the amenities/recreational facilities owned by the HOA? YES NO
16. In the event a unit is taken over in foreclosure or deed-in-lieu, is the lender liable for the unit owner's past due HOA assessments that accrued prior to the date of lender's acquisition? YES NO  
If YES, is the lender liable for more than six months' worth of the delinquent dues? YES NO

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1). Does the property operate as a resort hotel, renting units on a daily/weekly basis?

YES      NO

18. Does any person or entity own more than one unit? YES      NO

If YES,

a. How many individuals own more than one unit? \_\_\_\_\_

b. How many units does each individual own? \_\_\_\_\_

19. Does the project contain any of the following? (check all that apply:)

Deed or resale restrictions

Manufactured homes

Non-incidental income from business operations

Mandatory fee-based memberships for use of project amenities or services

Continuing care for seniors or residents with disabilities

20. Is any part of the project used for commercial purposes? YES              NO

If YES, please explain: \_\_\_\_\_

**Project Insurance**

21. Is HOA named insured on master insurance policy? YES      NO

Are all common elements/limited common elements insured to 100% replacement cost? YES      NO

Are units or common improvements located in a flood zone? YES      NO

a. If YES, is flood insurance in force? YES      NO

b. Does it cover at least 80% replacement? YES      NO

c. Is coverage maximum available per federal flood program? YES      NO

22. Does the HOA provide hazard insurance coverage for the interior (walls-in) of the condo unit? YES      NO

**The above information was obtained from the following representative of the project's Homeowners Association.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Position/Title: \_\_\_\_\_