



# CONDOMINIUM HOA FULL REVIEW QUESTIONNAIRE

19000 MacArthur Blvd, Ste 200  
Irvine, CA 92612 ♦ (800) 760-1833

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 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 no, provide any applicable inspection, engineering, or other certification reports related to any issues.
  
5. Does the HOA or do the Legal Documents require owners to make units available for rental pooling?  Yes  No
6. Does the HOA or do the Legal Documents require owners to share profits for the rental or units with the HOA Management Company or resort/hotel rental company?  Yes  No
7. Please list total number of units in the project for items a—g (please enter numbers, not percentages):
  - a. Number in the project \_\_\_\_\_
  - b. Number sold and closed \_\_\_\_\_
  - c. Number under contract to owner occupants \_\_\_\_\_
  - d. Number under contract to investors \_\_\_\_\_
  - e. Number under contract to second home/vacation home buyers \_\_\_\_\_
  - f. Number owned by a single person/entity \_\_\_\_\_
  - g. Number over 60 days delinquent, and dollar amount of delinquency \_\_\_\_\_
  
8. Are there any additional phases?  Yes  No
9. Units are owned as  Fee Simple /  Leasehold
10. Are all units, common areas, and amenities completed?  Yes  No
11. Date association was turned over to unit owner control (Month/Year) \_\_\_\_\_
12. Is the project a conversion?  Yes  No
  - a. If yes, was conversion a Gut Rehab with renovation of a property down to the shell with replacement of all HVAC & electrical components? Year converted: \_\_\_\_\_  Yes  No
  
13. Does the project contain any governmentally regulated low- or moderate-income housing units (also known as inclusionary zoning)?  Yes  No



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- 14. Is the project subject to a recreation/land lease?
15. Are the units subject to private transfer fee covenants?
16. Does the project have a mandatory club membership?
17. Are there any special assessments ongoing or planned?
18. Is the association subject to any lawsuits or litigation?
19. Does the project contain any commercial space?
20. Has the HOA or Developer retained any right of first refusal?
21. If a unit is Foreclosed or claimed with Deed-in-lieu of Foreclosure is the lender responsible for HOA dues?
22. Is the project located in a Master Association?
23. Does the HOA or Management Company maintain separate accounts for operating expense and reserve funds?
24. Is the project managed by an outside professional management firm?
25. Are monthly account statements being sent directly to the HOA?
26. Monthly HOA dues per unit
27. Date monthly dues are assessed
28. Segregated reserve account balance
29. 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: \_\_\_\_\_