



CONDOMINIUM HOA
FULL REVIEW QUESTIONNAIRE

Borrower Name: _____ Unit #: _____

Project Legal Name: _____

Project Address: _____

Master Association (if applicable) _____ Tax ID _____

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 a structural and/or mechanical inspection been completed in the past 3 years? Yes No
 - a) If yes, please provide a copy of the inspection report
5. Has the 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 yes, provide any applicable inspection, engineering, or other certification reports related to any issues
6. Does the HOA or do the Legal Documents require owners to make units available for rental pooling? Yes No
7. Does the HOA or do the Legal Documents require owners to share profits for the rental of units with the HOA Management Company or resort/hotel rental company? Yes No
8. Please list the total number (not percentage) of units in the project for items a – g:
 - a) Number in the project _____
 - b) Number sold and closed or under contract _____
 - c) Number sold/under contract to owner occupants _____
 - d) Number sold/under contract to investors _____
 - e) Number sold/under contract to second home/vacation home buyers _____
 - f) Number owned by a single entity/person _____
 - g) Number over 60 days delinquent and dollar amount of delinquency _____
9. Is the project subject to any additional phasing? Yes No
10. Units are owned as: Fee Simple Leasehold
11. Are all units, common areas, and amenities completed? Yes No
12. Date Association was turned over to the unit owners (Month/Year) _____
13. Is the project a conversion?
 - a) If yes, was the conversion a Gut Rehab with renovation down the shell with replacement of all HVAC & electrical components? Year Converted: _____ Yes No
14. Does the project contain any governmentally regulated low-or moderate-income housing units (also known as inclusionary zoning)? Yes No
15. Is the project subject to a recreation/land lease? Yes No



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16. Are the units subject to private transfer fee covenants? Yes No
a) If yes, the private transfer fee is paid to: _____

17. Does the project have a mandatory club membership? Yes No
a) If yes, the club owner is: _____

18. Are there any special assessments ongoing or planned? Yes No
a) If yes, reason for special assessments: _____

19. Is the association subject to any lawsuits or litigation? Yes No
a) If yes, please attach a copy of the Legal Complaint filed with the court.

20. Is the project subject to any actions that would cause it to cease to exist (such as termination, deconversion, or dissolution of its legal structure)? Yes No

21. Is the project subject to any voluntary or involuntary bankruptcy, insolvency, liquidation, receivership proceedings, or any substantially similar actions under state or federal law? Yes No

22. Does the project contain any commercial space? Yes No
a) If yes, what percentage of the project is commercial? _____

23. Has the HOA or Developer retained a right of first refusal? Yes No
a) If yes, are the mortgagees (lenders) excluded from this right of first refusal? Yes No

24. If a unit is Foreclosed or claimed with Deed-in-lieu of Foreclosure is the lender responsible for HOA Dues? Yes No
a) If yes, how long? 0 – 6 months more than 6 months

25. Is the project located in a Master Association? Yes No
a) If yes, Master Association Legal Name: _____
b) Master Association legal entity type is: Condominium PUD
c) Master Association required to pay fees? Yes No and if yes, amount: _____

26. Does the HOA or Management Company maintain separate accounts for operating expenses and reserve funds? Yes No
a) If yes, will the outside management contract expire within three years? Yes No
b) And can the outside management contract be cancelled by either party with or without cause with 90-days' written notice? Yes No

27. Are monthly account statements being sent directly to the HOA? Yes No

28. Monthly HOA Dues per unit _____

29. Date monthly dues are assessed _____

30. Segregated reserve account balance _____

31. 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: _____