



CONDOMINIUM PROJECT QUESTIONNAIRE

Project Name:		Date:	
Property Address: (Street, City, State, Zip)		Borrower Name:	
Unit Number:		Loan Number:	

FORM TO BE COMPLETED IN FULL BY PROPERTY MANAGEMENT REPRESENTATIVE OR BY AN OFFICER OF THE ASSOCIATION.

PART I – PROJECT INFORMATION

Please provide actual numbers and not percentages in the chart below:

	Subject Legal Phase	Entire Project
Total # of Units		
# of Owner Occupied and 2nd Homes		
# of Investment		
# of Units Sold or Under Contract		
# of Units Listed for Sale		
Other:		

- Does the Project contain any condotel characteristics listed below? Please check all that apply: Yes No
 Hotel Operations Maid Service/Room Service On-Site Desk Registration Short Term Rentals
- Does the Project contain any ineligible characteristics listed below? Please check all that apply: Yes No
 Common Interest Apartment Timeshare/Rental Pool Live-Work Project Houseboat
 Assisted Living Facility Multi-Family With Blanket Mtg Manufactured Housing Cooperative
- Are all units owned fee simple or leasehold? Fee Simple Leasehold
- Are the common elements and amenities within the subject’s phase complete? Yes No
If No - Explain what remains to be completed. _____
If No - Provide approximate percentage of common area that remains to be completed. _____
- If Project is not complete, is the subject legal phase, or any prior legal phases in which units have been offered for sale, substantially complete and has a Certificate of Occupancy been issued? Yes No
If No - When will the phase be completed? _____
Date subject phase completed? _____
Date last phase was completed? _____
What remains to be completed for the project to be 100% complete? _____
- Are the unit owners in control of the HOA? Yes No
If No - What is the anticipated date the Project will be turned over to the unit owners? _____
If No - When the Project is turned over to the unit owners, does the developer retain ownership in the Project besides unsold units? Yes No
If applicable, what will be owned by the developer and how it will be used? _____
- If/when the Project is turned over to the unit owners, does the developer retain any ownership in the Project besides unsold units? Yes No
If Yes - Please provide what is owned by the developer and how it is used: _____

8. Does commercial space exceed 50%? Yes No
If Yes - Provide percentage and use of space: _____
9. Is the HOA or developer involved in any litigation and/or arbitration, including the project being placed in receivership, bankruptcy, deed-in-lieu of foreclosure or foreclosure? Yes No
If Yes - Please describe the details and provide documentation and attorney letter relating to the litigation. _____
10. Are there any pending or levied special assessments by the HOA? Yes No
If Yes - What is the total amount of assessment? _____
What is the assessment amount per unit? _____
What is the term of the assessment? _____
What is the current assessment balance? _____
Has work been completed? Yes No
Describe the nature of the assessment: _____
11. Are there unfunded repairs costing more than \$10,000 per unit anticipated during the next 12 months (does not include repairs funded through special assessment)? Yes No
If Yes - Please list items to be repaired: _____
12. FLORIDA ONLY - For projects five (5) stories or higher: Is project over 30 years old (or 25 years if within 3 miles of the coast)? Yes No NA
If Yes - Provide Structural Inspection consistent with standards in Florida Statute 553.899.
i) Any significant deferred maintenance items identified? Yes No
If Yes – Provide documentation/evidence that items have been addressed. (Attach Documents)
13. Has the HOA received a directive from a regulatory or inspection agency to make repairs due to unsafe conditions? Yes No
14. Does the association have any knowledge of any adverse environmental factors affecting the Project as a whole or any individual unit within the Project? Yes No
If Yes - Please provide an explanation: _____
15. Does the Project have any mandatory, upfront membership fees for the use of recreational amenities owned by an outside party? Yes No
16. Are any units in the Project with resale or deed restrictions? Yes No
If Yes - Please explain. Provide related agreements and number of units subject to restriction and unit numbers: _____
17. How many units are over 60 days delinquent on HOA dues or assessments (including REO owned units)? _____
18. Does any single entity (individual, investor, or corporation) own more than 20% of the units in the Project? Yes No
If Yes - Please provide name and number of units owned by each individual/entity. _____

PART II – PREPARER INFORMATION

Name: _____

Phone: _____

Title: _____

Email: _____

Signature of HOA Representative: _____

Date: _____