

**Homeowner's 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 \_\_\_\_\_ to the lender listed below:

## Requestor Contact Information

<b>Lender Name:</b>	<b>Phone Number:</b>
<b>Contact Name:</b>	<b>Email Address:</b>
<b>Lender Address:</b>	<b>City, State, Zip:</b>

## Section 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. HOA Tax ID #:
6. HOA Management Company Tax ID #:
7. Name of Master or Umbrella Association (if applicable):
8. Does the project contain any of the following? Check all that apply:
  - a.  Hotel/motel/resort activities, mandatory or voluntary rental-pooling arrangements, or other restrictions on the unit owner's ability to occupy the unit
  - b.  Deed or resale restrictions
  - c.  Manufactured homes
  - d.  Mandatory fee-based memberships for use of project amenities or services
  - e.  Non-incident income from business operations
  - f.  Supportive or continuing care for seniors or for residents with disabilities

Provide additional detail here, if applicable (optional):

## Section II: Project Completion Information

1. Is the project 100% complete, including all construction or renovation of units, common elements, and shared amenities for all project phases? *(If "No", stop. A Full Review is required)*

	Yes	No
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2. Is the project subject to additional phasing or annexation? *(If "Yes", stop. A Full Review is required)*

	Yes	No
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3. Has the developer transferred control of the HOA to the unit owners? *(If "No", stop. A Full Review is required)*

	Yes	No	
Date of Transfer:	<input style="width: 100%; border: 1px solid #ccc;" type="text"/>		
4. Are 90% or more of the units conveyed (sold and closed) to unit purchasers? *(If "No", stop. A Full Review is required)*

	Yes	No
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5. Total number of units in the entire project:
6. Total number of units sold and closed in the entire project:

## Section III: Newly Converted or Rehabilitated Project Information

1. Is the project a conversion within the past 3 years of an existing structure that was used as an apartment, hotel/resort, retail or professional business, industrial or for other non-residential use? *(If "Yes", stop. A Full Review is required)*

	Yes	No
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## Section IV: Financial Information

1. How many unit owners are 60 or more days delinquent on common expense assessments?
2. 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
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  - a. If "Yes", how long is the mortgagee responsible for paying common expense assessments? (Select one):
 

<b>1 - 6 Months</b>	<b>7 - 12 Months</b>	<b>More than 12 months</b>
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3. Is the HOA involved in any active or pending litigation?

- a. If "Yes", attach documentation regarding the litigation from the attorney or the HOA.  
Provide the attorney's name and contact information:

Yes

No

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

### Section V: Single Entity Ownership & Non-Residential Use

1. Does a single entity own multiple units in the project?

Yes

No

If "yes", complete the following table:

Individual/Entity Name:	Developer/Sponsor?	# of Units Owned	% Owned of Total Units	Number Leased at Market Rent	Number Leased under Rent Control

2. Do the unit owners have sole ownership interest in and the right to use the project amenities and common areas?

Yes

No

- a. If "No", explain who has ownership interest in and rights to use the project amenities and common areas:

3. Are any units or part of the building used for non-residential or commercial space?

Yes

No

- a. If "Yes", complete the following table:

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

4. 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 Sq. Footage of Commercial Space:**

### Section VI: Insurance Information & Financial Controls

1. Are the units or common elements located in a flood zone?

Yes

No

- a. If "Yes", flood coverage is in force equaling (*select only one option below*) :

100% Replacement Cost

Maximum coverage per condominium available under the National Flood Insurance Program

Some other amount (enter amount here): \_\_\_\_\_

2. Check all of the following that apply regarding HOA financial accounts:

HOA maintains separate accounts for operating and reserve funds

Appropriate access controls are in place for each account

The bank sends copies of the monthly bank statements directly to the HOA

Two members of the HOA Board of Directors are required to sign any check written on the reserve account

The Management Company maintains separate records and bank accounts for each HOA that uses its services

The Management Company does not have the authority to draw checks on, or transfer funds from, the reserve account of the HOA

3. Supply the information requested below. Do NOT enter "Contact Agent"

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

## Section VII: Building Safety

1. When was the last building inspection by a licensed architect, licensed engineer, or any other building inspector?

2. Did the last inspection have any findings related to the safety, soundness, structural integrity, or habitability of the project's building(s)?

Yes

No

**2a.** If "Yes", have recommended repairs/replacements been completed?

Yes

No

**If the repairs have NOT been completed:**

**2b.** What repairs/replacements remain to be completed?

**2c.** When will the repairs/replacements be completed?

**Provide a copy of the inspection and HOA or cooperative board meeting minutes to document findings and action plan**

3. Is the HOA/Cooperative Corporation aware of any deficiencies related to safety, soundness, structural integrity, or habitability of the project's building(s)?

Yes

No

**3a.** If "Yes", what are the deficiencies?

**3b.** Of these deficiencies, what repairs/replacements remain to be completed?

**3c.** Of these deficiencies, when will the repairs/replacements be completed?

4. Are there any outstanding violations of jurisdictional requirements (zoning ordinances, codes, etc.) related to the safety, soundness, structural integrity, or habitability of the project's building(s)?

Yes

No

**If "Yes", provide notice from the applicable jurisdictional entity**

5. Is it anticipated that the project will, in the future, have such violations?

Yes

No

**If "Yes", provide details of the applicable jurisdiction's requirement and the project's plan to remediate the violation:**

6. Does the project have a funding plan for its deferred maintenance components/items to be repaired or replaced?

Yes

No

7. Does the project have a schedule for the deferred maintenance components/items to be repaired or replaced?

Yes

No

**If "Yes", provide the schedule**

8. Has the HOA/Cooperative Corporation had a reserve study completed on the project within the past 3 years?

Yes

No

9. What is the total of the current reserve account balance(s)?

10. Are there any current special assessments unit owners/cooperative shareholders are obligated to pay?

Yes

No

**If "Yes", answer the following:**

**10a.** What is the total amount of the special assessment(s)?

**10b.** What are the terms of the special assessments?

**10c.** What is the purpose of the special assessment(s)?

11. Are there any planned special assessments that unit owners/cooperative shareholders will be obligated to pay?

Yes

No

**11a.** What will be the total amount of the special assessment(s)?

11b. What will be the terms of the special assessments?

11c. What will be the purpose of the special assessment(s)?

12. Has the HOA obtained any loans to finance improvements or deferred maintenance?

Yes

No

12a. Amount borrowed?

12b. Terms of repayment?

*Provide additional detail here, if applicable (optional):*

### Section VIII: Contact Information

Name of Preparer:

Title of Preparer:

Preparer's Company Name:

Preparer's Phone:

Preparer's Email:

Preparer's Company Address:

Date Completed: