

# HOMEOWNER'S ASSOCIATION QUESTIONNAIRE

Date:	Loan #:	Branch Contact Name & Phone:
Project Legal Name and Physical Address:		
HOA Name and Management Address (if different than Project Legal Name / Project Address):		
HOA Tax ID #:	HOA Management Company Tax ID #:	
Name of Master or Umbrella Association (if applicable):		

<b>General Information</b>		
1. Are all common elements and/or facilities substantially complete? If no, are all common elements and/or recreational facilities associated with the subject phase complete?	<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No
2. Is project subject to additional phasing and add-ons? If yes, # of additional phases and units to be built Phases _____ Units _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Is the project a conversion of an existing building?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Date or expected date the control of HOA was transferred from the developer to the unit owners		

<b>Does the project contain any of the following? Check all that apply</b>	
<input type="checkbox"/>	Hotel / motel / resort activities, mandatory or voluntary rental-pooling arrangements, or other restrictions on the unit owner's ability to occupy the unit
<input type="checkbox"/>	Deed or resale restrictions
<input type="checkbox"/>	Manufactured home
<input type="checkbox"/>	Mandatory fee-based memberships for use of project amenities or services
<input type="checkbox"/>	Non-incident income from business operations
<input type="checkbox"/>	Supportive or continuing care for seniors or for residents with disabilities

<b>Project Information</b>	Entire Project	Subject Phase
5. Date when first units made available for sale		
6. Total number of units		
7. Number of residential units sold and closed		
8. Number of units under bona-fide sales contracts		
9. A. Number of units that are second/vacation home		
B. Number of units owned as investment properties		
C. Number of rental units owned by the developer/association		
10. Number of sales in last 90 days		

11. Does any person or entity own more than one unit? If yes, list how many of each own: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. How many units are over 30 days delinquent? _____		

13. Are there any current or pending special assessments? If yes, explain: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14. Is the HOA involved in any litigation, mediation, arbitration, or other dispute resolution process? If yes, explain _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15. Are there any adverse environmental factors affecting the project as a whole or as individual units? If yes, explain _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16. Does the HOA have a reserve fund separate from the operating account? If yes, is it adequate to prevent deferred maintenance? Current amount in fund: _____ Total budget reserves for the year _____	<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No
17. Total income budget for this year: _____		

<b>Legal Information</b>		
18. Do the project legal documents include any restrictions on sale which would limit the free transferability of title? (i.e. Age Restrictions, First Right of Refusal, other deed/income restrictions)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19. Is the unit part of a legally established condominium project, in which common areas are owned jointly by unit owners?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20. Are the units owned in fee simple or leasehold?	<input type="checkbox"/> Fee Simple	<input type="checkbox"/> Leasehold
21. Are the amenities / recreational facilities owned by the HOA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
22. If a unit is taken over in a foreclosure or deed-in-lieu, is the mortgagee (lender) responsible for delinquent HOA dues? If yes, are they responsible for <input type="checkbox"/> 0-6 months or <input type="checkbox"/> 7+ months	<input type="checkbox"/> Yes	<input type="checkbox"/> No
23. Does the property operate as a resort hotel; renting units daily? If yes, number of years in operation: _____ Please check applicable services: <input type="checkbox"/> Check-in rental desk <input type="checkbox"/> Time share <input type="checkbox"/> Restaurant/food service <input type="checkbox"/> Daily maid service <input type="checkbox"/> Mandatory rental pool <input type="checkbox"/> Commercial (boutiques etc.) percentage of square footage _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
24. Is any part of the project used for commercial purposes? If yes, what percentage of square footage _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
25. Do the project legal documents or local zoning limit the amount of time the owner can live in their unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Insurance Information</b>		
26. HOA is named insured on master insurance policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
27. Are common elements/limited common elements insured to 100% replacement cost?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
28. Coverage _____ Deductible _____ Expiration Date: _____		
29. Are units or common improvements located in a flood zone? If yes, is flood insurance in force? Does this cover at least 100% replacement? Or is this the coverage maximum available per the National Flood Insurance Program?	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No
30. Is the HOA insured for general liability? If yes, amount per occurrence _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

31. Does the HOA provide hazard insurance coverage for the interior (walls-in) of the condominium unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
32. Is HOA insured for fidelity bond? If yes, amount _____ Amount carried by management company: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
33. Minimum number of days required for written notification to be given to HOA or insurance trustee before any substantial changes or cancellation of the project coverage? _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Building Safety, Soundness, Structural Integrity, and Habitability</b>		
34. When was the last building inspection by a licensed architect, licensed engineer, or other building inspector? _____		
35. Did the last inspection have any finding related to the safety, soundness, structural integrity, or habitability of the project's building(s) If yes, have recommended repairs/replacements been completed?	<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No
36. Is the HOA/Cooperative Corporation aware of any deficiencies related to the safety, soundness, structural integrity, or habitability of the project's building(s)? If yes, what are the deficiencies: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
37. Are there any outstanding violations of jurisdictional requirements (zoning ordinances, codes, etc.) related to the safety, soundness, structural integrity, or habitability of the projects building(s)? If yes, provide notice from the applicable jurisdictional entity.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
38. Is it anticipated the project will, in the future, have such violation(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
39. Does the project have a funding plan for its deferred maintenance components/items to be repaired or replaced?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
40. Does the project have a schedule for the deferred maintenance components/items to be repaired or replaced. If yes, provide the schedule.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
41. Has the HOA/Cooperative Corporation had a reserve study completed on the project within the past 3 years? What is the total of the current reserve account balance(s)? _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
42. Has the HOA obtained any loans to finance improvements or deferred maintenance? If yes, what is the amount borrowed and terms of repayment? _____ _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**If the above information was obtained from the following representative of the project's Homeowner's Association. 1-13 must be completed for the Homeowner's Association re-certification.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

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

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Reviewer's Signature: