

## Attached Condominium Questionnaire

(To be completed by the HOA or Management Company)

**Lender's Information**

Loan Number \_\_\_\_\_  
 Primary Borrower \_\_\_\_\_  
 Property Address \_\_\_\_\_  
 \_\_\_\_\_

**Association's Billing Information**

Monthly HOA dues \_\_\_\_\_  
 Billing Period \_\_\_\_\_  
 Payment Address \_\_\_\_\_  
 \_\_\_\_\_

**Homeowner's Association Information**

Contact Name \_\_\_\_\_  
 Contact Phone \_\_\_\_\_  
 Contact Email \_\_\_\_\_  
 HOA/Project Name \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 \_\_\_\_\_

**Master Insurance Carrier Information**

Contact Name \_\_\_\_\_  
 Contact Phone \_\_\_\_\_  
 Contact Email \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 \_\_\_\_\_

**Yes    No    N/A**

1. Are all units, common areas and recreational facilities, including those that are part of the master association, 100% complete and not subject to additional phasing?
2. Control of the HOA has been turned over to the unit owners?
3. Total # of units in the project including all phases?  Total # of units in the project that have sold to purchasers?  Have 90% or more of the units in the project have been conveyed (sold and closed) to unit purchasers?
4. Are all units owned Fee Simple?
5. Does any single entity, including the HOA but excluding the developer, own multiple units?  → If <b>Yes</b> , how many units are owned by the entity(ies)?
6. Does the project permit for a priority lien of more than six months of unpaid common expenses?
7. Are any common areas, recreational facilities or amenities leased to the HOA?  → If <b>Yes</b> , does this pertain solely to commercial leases or permit arrangements for parking entered into with parties unrelated to the developer?
8. What percentage of the project is devoted to commercial or non-residential usage (such as public parking facilities, retail space, apartments, commercial offices, etc.)?
9. Is the HOA/developer involved in any pending litigation that relates to the safety/structural soundness/habitability/functional use of the project? If so, please explain below in the Additional Comments section.
10. Does the project allow for live-work arrangements? → If <b>Yes</b> , does the project comply with all applicable local zoning, program or statutory requirements for live-work projects?
11. Does the project contain hotel or resort type characteristics, such as but not limited to: a registration desk, short-term occupancy, bellman, concierge, food service, maid service, or centralized utilities such as cable, internet or phone?
12. Are there rental programs, such as rental pooling or revenue sharing agreements, either mandatory or voluntary?
13. Is the project subject to any timeshare or segmented ownership arrangements?

Yes No N/A

14. Does the project contain multi-dwelling units, allowing an owner to hold a single deed evidencing ownership of more than one dwelling unit?
15. Is the project required to be registered with the U. S. Securities and Exchange Commission or any State securities agency?
16. Does the project operate as a Continuing Care or Life-Care Facility? If yes, please explain in the Additional Comments section.
17. Are there mandatory fee-based memberships for use of project amenities or services, such as country club facilities and golf courses, owned by an outside party, including the developer or builder (This excludes membership fees paid for the use of recreational amenities owned exclusively by the HOA)?
18. Does the project contain any manufactured homes or houseboats?
19. Does the project have any non-incidentual business arrangements related to active ownership and/ or operation of amenities or services available to unit owners and the general public, including, but not limited to, a restaurant, health club, and/or spa services?  → If <b>Yes</b> , is annual budgeted income from the arrangement(s) greater than 10% of yearly income?
20. Does the HOA lease units acquired through foreclosure, and/or own any recreational amenities or services, including, but not limited to, restaurants, health clubs, and/or spa services either for the exclusive use by unit owners or lease them to one or more additional projects?  → If <b>No</b> , is there a shared amenities agreement between the HOA and any other project(s)?  → If <b>Yes</b> , is annual budgeted income from the activity greater than 15% of annual income? → If <b>Yes</b> , does the agreement contain: <ul style="list-style-type: none"> <li>• A description of the shared Amenities and the terms of the unit owners' permitted use</li> <li>• How the shared Amenities will be funded, managed and maintained, and the method for resolving dispute between the HOAs regarding the shared Amenities?</li> </ul>

**Additional Comments by HOA or Management Company:**

**Information on HOA/Management Employee Completing Questionnaire:**

\_\_\_\_\_  
HOA Employee Name (Print)

\_\_\_\_\_  
HOA Employee Title

\_\_\_\_\_  
HOA Employee Signature

\_\_\_\_\_  
Date

## Condominium Project Questionnaire Addendum

**This Addendum is applicable to both condominium and cooperative projects.  
It must be completed by an authorized representative of the Homeowners' Association  
(HOA) /Cooperative Corporation.**

Project Name:	
Project Address:	

### Building Safety, Soundness, Structural Integrity, and Habitability

1	When was the last building inspection by a licensed architect, licensed engineer, or any other building inspector?	Date:	
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
	2b. What repairs/replacements have not been 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 the 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 the project will, in the future, have such violation(s)?	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? If Yes:	Yes	No
	10a. What is the total amount of the special assessments?	\$	
	10b. What are the terms of the special assessments?		
	10c. What is the purpose of the special assessments?		
11	Are there any planned special assessments that unit owners/cooperative shareholders will be obligated to pay? If Yes:	Yes	No

	11a. What will be the total amount of the special assessments?	\$	
	11b. What will be the terms of the special assessments?		
	11c. What will be the purpose of the special assessments?		
12	Has the HOA obtained any loans to finance improvements or deferred maintenance?	Yes	No
	12a. Amount borrowed?	\$	
	12b. Terms of repayment?		

Additional Comments:

Name of Preparer:	
Title of Preparer:	
Preparer's Phone:	
Preparer's Email:	
Preparer's Company Name:	
Preparer's Company Address:	
Date Completed:	