

Homeowner's Association Questionnaire

Project Name: _____

Project Master Association Name: (if applicable) _____

Property Street Address: _____

City: _____ State: _____ ZIP: _____

1. Total # of legal phases in project: _____ Subject property located in legal phase #: _____
 Total # of units in project: _____ Total # of units in subject legal phase: _____
 Total # planned phases: _____ Total # of planned units: _____
2. # of units sold, conveyed or under contract in subject phase : _____
 # of units owner occupied in subject phase: _____ # of units rented in subject phase: _____
3. Are all units, common elements and amenities complete in subject legal phase? Yes No
 If **No**, what is incomplete? _____ Number of units complete: _____
 What common elements and amenities are incomplete? _____
4. Has the homeowners' association been turned over to the unit owners? Yes No
 If **Yes**, provide date control of homeowners' association turned over to unit owners _____
5. What is the monthly association fee? \$ _____ special assessment? \$ _____
6. Does any single entity own more than 30% of the total units? Yes No
7. Are more than 15% of the unit owners greater than 30 days delinquent in HOA dues? Yes No
 (If **Yes**, Total \$ _____, Total # of units _____)
8. Is the Lender liable for delinquent Common Charges? Yes No (If **Yes**, how many months? _____)
9. Is the project managed by a management company? Yes No
10. Is the management company listed as an insured on the Master Condo Declaration policy? Yes No
11. Is any part of the project used for commercial purposes? Yes No
 If **Yes**, what percentage of square footage is used for non-residential or commercial purposes? _____%
12. Does the HOA own or operate a business or receive any non-incidental business income? Yes No
 If **Yes**, describe the business/income detail: _____
13. Is there any pending litigation involving the homeowner's association? Yes No
 If **Yes**, provide details and documentation of the circumstance surrounding litigation: _____
14. Does the project have any multi-dwelling units? (condos that permit an owner to hold title more than one dwelling unit, with ownership of all of his/her owned units evidenced by a single deed and financed by a single mortgage) Yes No
15. Are the units owned fee simple or leasehold? _____
16. Does the project legal documents include any restrictions on the sale, which would limit the transfer of title? Yes No
 If **Yes**, provide detail: _____
17. Are there any manufactured housing, timeshare/segmented ownership, houseboat, community apartment or cooperative units in the project? Yes No
18. Is the project a conversion from hotel or motel? Yes No
19. Does any zoning regulation prohibit or restrict the reconstruction of the project if damaged or destroyed by fire or other casualty? Yes No
20. Does the project have any condotel features? Yes No
21. Is fidelity bond or employment dishonesty insurance in place covering the maximum amount of funds that will be in the custody of the homeowners association or management company at any time? (Required if project has 20 or more units) Yes No
22. Does the association's master hazard insurance policy cover all portions of the interior of the units as well as any betterments and improvements made by the owner from the units original specifications? Yes No

I, the undersigned, certify that to the best of my knowledge and belief the information and statements contained on this form and the attachments are true and correct.

Signature of Association Representative or Preparer

Printed Name & Title of Ass. Representative or Preparer

Representative or Preparer's Company Name

Company Address

Date of Completion

Telephone Number