



CONDOMINIUM HOA FULL REVIEW QUESTIONNAIRE

Borrower Name: \_\_\_\_\_ Unit #: \_\_\_\_\_
Project Legal Name: \_\_\_\_\_
Project Address: \_\_\_\_\_

Please answer all questions; where numbers are requested, please provide the count (not the percentage).

- 1. Does the project have any of the items listed below? Please check all that apply.
2. Is the HOA a licensed Hotel, Motel, Resort, or Hospitality Entity?
3. Does the HOA or do the Legal Documents require owners to make units available for rental pooling?
4. Does the HOA or do the Legal Documents require owners to share profits for the rental or units with the HOA Management Company or resort/hotel rental company?
5. Please list total number of units in the project for items a—g (please enter numbers, not percentages):
6. Are there any additional phases?
7. Units are owned as Fee Simple / Leasehold
8. Are all units, common areas, and amenities completed?
9. Date association was turned over to unit owner control (Month/Year)
10. Is the project a conversion?
11. Does the project contain any governmentally regulated low- or moderate-income housing units (also known as inclusionary zoning)?
12. Is the project subject to a recreation/land lease?
13. Are the units subject to private transfer fee covenants?



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- 14. Does the project have a mandatory club membership?  Yes  No
  - a. If yes, the club owner is: \_\_\_\_\_
- 15. Are there any special assessments ongoing or planned?  Yes  No
  - a. If yes, reason for special assessment: \_\_\_\_\_
- 16. Is the association subject to any lawsuits or litigation?  Yes  No
  - a. If yes, please attach a copy of the Legal Complaint filed with the court.
- 17. Does the project contain any commercial space?  Yes  No
  - a. If yes, what percentage of the project is commercial? \_\_\_\_\_
- 18. Has the HOA or Developer retained any right of first refusal?  Yes  No
  - a. If yes, are the mortgagees (lenders) excluded from this right of first refusal?  Yes  No
- 19. If a unit is Foreclosed or claimed with Deed-in-lieu of Foreclosure is the lender responsible for HOA dues? If yes, how long?  0—6 months  more than 6 months  Yes  No
- 20. Is the project located in a Master Association?  Yes  No
  - a. If yes, Master Association legal name: \_\_\_\_\_
  - b. and Master Association legal entity type is:  Condominium  PUD
  - c. Master Association required to pay fees?  Yes  No and if Yes, amount: \_\_\_\_\_
- 21. Does the HOA or Management Company maintain separate accounts for operating expense and reserve funds?  Yes  No
- 22. Is the project managed by an outside professional management firm?  Yes  No
  - a. If yes, will the outside management contract expire within three years?  Yes  No
  - b. and can the outside management contract be canceled by either party with or without cause with 90-day written notice?  Yes  No
- 23. Are monthly account statements being sent directly to the HOA?  Yes  No
- 24. Monthly HOA dues per unit \_\_\_\_\_
- 25. Date monthly dues are assessed \_\_\_\_\_
- 26. Segregated reserve account balance \_\_\_\_\_
- 27. Insurance: Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**SOURCE OF INFORMATION:** Acceptable sources of information include an officer of the condominium association or a qualified employee of the association’s management company.

Source Name	Source Title
Source Signature	Date Completed
Source Email Address	Source Phone Number

Association Website Address: \_\_\_\_\_