

Questionnaire

Loan Number

Borrower Name

Unit Number

Project Information

Project Legal Name				Project AKA/Marketing Name			
HOA Name				EIN			
Project Address				City State, zip			
County				Leasehold	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Total Number of phases				Professionally Managed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Total Number of Units				Total Number of Buildings			
Is the Project a conversion of existing buildings?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prior Use:				
Type of project	Attached	Detached	PUD	Mixed Use			
Does the project belong to a master Association?	Yes <input type="checkbox"/>	No <input type="checkbox"/>					

Status of Construction

How many of the units are sold and closed		
Is construction of all units and amenities 100% complete?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the project subject to additional annexation or expansion?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has control of the HOA been tuned over to the unit owners?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Building Structural Integrity

Year building was originally built or was converted as a gut rehab conversion?		
Has an engineer's report/inspection been completed within the last 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> If yes, provide a copy of the engineer's report 		
Have the unit owners been required to vacate or evacuate the building due to damage, unsafe conditions, or prolonged, extensive repair?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there an active Certificate of Occupancy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Project Characteristics

Does the Project allow short term rentals	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the project have hotel type amenities such as housekeeping, room service or centralized Telephone or cable	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the project have commercial space?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> If yes, what % of the total square footage is the commercial space 	%	
Does a single entity own greater than 20% of the total units	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the HOA have a lien priority greater than 6 mo?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> If yes, how many months 		
Are any of the units subject to resale restrictions? Explain Below	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the HOA a party to any litigation? If Yes, please provide filed complaint and attorney opinion letter.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How many unit owners are delinquent in their maintenance fees, >60 days		
Are there mandatory membership fees paid to the HOA or to a third party	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do the unit owners have sole ownership in and right to use the project's facilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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Unit Ownership

	total	Subject phase	All previous phases
How many units are own/under contract by owner occupants?			
How many units are owns as rentals?			
How many units are owned by the developer- market rate?			
How many units are owned by the developer- restricted?			
How any units are owned by the HOA			

HOA Finances

What is the current balance in the reserve accounts?			
Are there any loans against the project?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Are the unit owners' utilities included in the unit assessment?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Are there separate bank accounts for reserves and the working account?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Are the statements for the accounts sent directly from the bank to the HOA?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
The management company maintains separate accounts for HOA or Co-op?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Does the management company have authority to draw checks on or transfer funds from the reserve accounts?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Are two Board of Director signatures required on any checks written on the reserve account	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

Special Assessments

Are there current or anticipated Special Assessments? • If yes, provide a copy of the current year's budget and immediate prior year financial statements	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
What is the purpose of the Special Assessment?			
What is the total amount of the Special Assessment?			
What are the terms for repayment?			

Notes/Explanations

Insurance Contact

Insurance Agency	
Insurance Agent	
Contact Phone Number	
Contact Email	
Website:	

Questionnaire

The information provided is current and accurate to the best of my knowledge

HOA Contact	Title
Signature	
Contact Phone	Email
Date	
Company Name	