

## CONDOMINIUM CERTIFICATION QUESTIONNAIRE

To be completed by the HOA's Management Co./Property Manager OR a Member of the HOA Board.

*Please do not leave any blanks! If you have questions regarding anything on this form, please contact the individual who sent this to you.*

A. General Project Information				
Legal Project Name (per Declarations or CC&R's):				
HOA Name (per Articles of Incorporation):				
Master Association Name (if applicable):				
Project Street Address:				
Project City:		State:		Zip Code:
HOA Tax Identification No. (TIN):				

B. Project Unit & Phase Information					
Subject Phase Info	Phase # _____	Entire Project Info if <u>100% Complete</u>		Entire Project Info if <u>NOT Complete</u>	
No. Units in Phase		Total No. of Phases		Total No. of Planned Phases	
No. Units Completed in Phase		Total No. of Units in Project		Total No. of Planned Units	
No. Units for Sale in Phase		No. Units for Sale in Project		No. Units for Sale in Project	
No. Units Sold & Under Contract		No. Units Sold		No. Units Sold & Under Contract	
No. Units Rented		No. Units Rented		No. Units Rented	
No. Units Primary Residences/2 <sup>nd</sup> Homes		No. Units Primary Residences/2 <sup>nd</sup> Homes		No. Units Primary Residences/2 <sup>nd</sup> Homes	

C. Project Completion Information		
1. Is the project subject to any additional buildings, phasing, or annexation? <b>1.a. If YES, how many additional units are left to be constructed? _____</b>	Yes	No
2. Are the Unit Owners in control of the HOA? <b>2.a. If YES, what was the date control was transferred? _____</b> <b>2.b. If NO, what is the expected date of turnover? _____</b>	Yes	No
3. Are all units, amenities, and common areas within the entire project 100% complete?	Yes	No
4. Have <b>at least 90% of the total units</b> in the project been sold & conveyed to unit owners <i>other than</i> the Developer? <b>4.a. If NO, have at least 75% of the total units</b> been conveyed? YES NO (circle one)	Yes	No

**\*\*FYI: If #1 above is answered YES OR #2, 3, or 4 is answered NO, the project is a "NEW Project" and Section G must be completed \*\***

D. Limited Review - Additional Required Information		
1. Does any one person or entity own more than one unit in the project? <b>** If YES, please complete the table on the last page of this form OR attach a list showing each Entity/Owner name and how many units they own.</b>	Yes	No
2. Are units owned as Fee Simple? <b>2.a. If NO, provide a copy of the current Lease Agreement &amp; provide the expiration date: _____</b>	Yes	No
3. Is the HOA the sole owner of <b>and</b> does it have exclusive rights to the project as a whole, including any facilities, amenities & common areas? ("HOA" refers to the unit owners collectively)	Yes	No
4. Do the project legal documents include Resale Restrictions which would limit the free transferability of title? [Examples: Right of First Refusal, Age Restrictions (i.e. 55+ Communities), Income Restrictions, Rental Caps, etc.] <b>4.a If YES, please explain: _____</b>	Yes	No
5. Is the HOA / Developer / Sponsor named as party to any Litigation (other than foreclosure activity)? <b>** If YES, provide documentation from the HOA's attorney (i.e. copy of lawsuit, attorney status letter, etc.)</b>	Yes	No
6. Is there a current Special Assessment affecting the unit owners in this project? <b>6.a. If YES, what is the Special Assessment being used for? _____</b> <b>6.b. If YES, what is the amount charged per unit? (If it varies, please list the range.) \$ _____</b> <b>6.c. If YES, what is the current balance for the subject unit? _____</b>	Yes	No

***Please continue to Page 2...***

E. Characteristics of Ineligible Projects		
1. Does this project, in any way, restrict a unit owner's ability to occupy the unit or require the units to be included in a mandatory rental pool? Does project have a voluntary rental pool? YES NO	Yes	No
2. Does this project include any of the following types of units: Time-Shares, Fractional Ownerships, Segmented Ownerships, or Split Ownerships?	Yes	No
3. Is this project considered to be a "Common Interest Apartment" or a "Community Apartment" where the HOA owns the units collectively <i>rather than</i> each owner holding title individually to their specific unit?	Yes	No
4. Does the HOA have any mandatory up-front or periodic membership fees for the use of recreational amenities, such as country club facilities or golf courses, <u>owned by an outside party</u> (including the builder or developer)? 4.a. If YES, please describe & provide the amount: _____	Yes	No
5. Is there a hotel or motel located at the same address, in the same building as the units, or within the project?	Yes	No
6. Does the project provide any of the following amenities or services such as, but not limited to: on-site check in, registration desk, central telephone system, daily cleaning services, room service, central key system, etc. 6.a. If YES, please explain which services: _____	Yes	No
7. Does the project include any of the following types of non-real estate items: houseboats, boat slips/docks, cabanas, etc.? 7.a. If YES, please describe: _____	Yes	No
8. Does any part of this project operate, wholly/partially, as a Continuing Care Community or Assisted Living Facility?	Yes	No
9. Does the HOA own or operate a business? (Examples include but are not limited to: a restaurant, spa, health club, golf club, etc.) 9.a. If YES, describe the business type/operations? _____ 9.b. If YES, is the business open <u>only</u> to the unit owners? _____ 9.c. If YES, does the business income make up <u>more than 10%</u> of the annual budgeted income? _____	Yes	No
10. Are any units within the project considered to be "Live-Work Units" where residential unit owners are permitted to operate and run a small business from their residential unit? 10.a. If YES, how many units fall into this category? _____	Yes	No
11. Do the project legal documents (Condo Declarations or CC&R's) permit a Priority Lien for unpaid common expenses (HOA dues) <u>in excess of six (6) months</u> ?	Yes	No
12. Does this project include/allow Multi-Dwelling units? [Units that have been sub-divided into two or more dwellings OR permit an owner to hold title to more than one dwelling unit (or stock ownership & the accompanying occupancy rights), with ownership of all of his/her owned units (or shares) evidenced by a single deed and financed by a single mortgage (or share loan).]	Yes	No
13. Are there any Commercial or Non-Residential units declared as part of this project OR located in the building(s) where the residential units are located? 13.a. If YES, describe the use of commercial units (i.e. retails, offices, restaurant, etc.) _____ 13.b. If YES, what is the <i>total amount</i> of square footage of the project (residential & commercial)? _____ 13.c. If YES, what is the amount of square footage designated as Commercial use? _____	Yes	No
14. Are there any manufactured homes in this project?	Yes	No
15. Was this project created through the conversion of an existing building (examples include but are not limited to apartments, industrial warehouse, office building, other commercial building, etc.)? 15.a. If YES, was it a Full-Gut or Non-Gut Rehab/Conversion? _____ 15.b. If YES, year conversion completed? _____ (If <u>less than 5 years</u> provide copy of Engineer's Report)	Yes	No

**Please continue to Page 3...**

F. Full Review - Additional Required Information			
1. Provide the range of the amount of Monthly HOA Dues/Assessments:		\$ _____	\$ _____
2. How many units are currently <u>past due</u> on their monthly assessments by <b>60 days or more</b> ?		_____	
3. Is the project managed by a professional Management Company?		Yes	No
4. Is the subject unit part of a legally established condominium project in which any Common Areas are jointly owned by the unit owners/HOA (meaning unit owners have an undivided ownership interest in and to the common areas)? <b>If NO</b> , please provide a copy of the lease agreement for the common areas.		Yes	No
5. Are the Amenities and/or Recreational Facilities owned by the HOA? (Mark N/A if no amenities or recreational facilities exist.) <b>5.a. If NO</b> , provide a copy of the current Lease Agreement & provide the expiration date: _____	N/A	Yes	No
6. Is this HOA part of a larger, Master Association? <b>6.a. If YES</b> , provide name of Master Association: _____ <b>6.b.</b> Master Association managed by: _____ <b>6.c.</b> Amount of additional dues paid by unit owners to Master Assoc.: _____ How often? _____		Yes	No
7. Is the HOA or Management Co. aware of any adverse environmental factors affecting the project as a whole or individual units? <b>7.a. If YES, please explain:</b> _____		Yes	No
8. Are the units separately metered for utilities? <b>8.a. If YES</b> , which utilities are separately metered? _____		Yes	No
9. Does the project have a central heating and/or cooling system which centrally produces heat/air for the entire building <i>including</i> the individual units? <b>** If YES, the HOA is required to maintain Steam Boiler / Machinery Coverage on its Insurance Policy **</b>		Yes	No
10. Does the HOA maintain a Reserve Account/Fund <i>separate from</i> its Operating Account/Fund? <b>10.a. If YES</b> , what is the current balance of the Reserve Account? _____		Yes	No
11. Does the HOA receive any income from Commercial sources? <b>11.a. If YES</b> , please explain: _____		Yes	No
12. Does the bank send the bank statements directly to the HOA/an HOA Board Member <u>OR</u> does at least one Board Member have online access to monitor banking activity?		Yes	No
13. Are two Board Members required to sign checks written from the Reserve Account <u>OR</u> is the Management Co. at least required to obtain Board approval prior to writing a check or transferring funds from the Reserve Account?		Yes	No
14. Does the Management Company maintain separate records & bank accounts for each HOA it manages? (N/A should only be marked if the HOA is self-managed.)	N/A	Yes	No
15. Does the HOA have a current Reserve Study completed within the last three (3) years?		Yes	No

**Please continue to Page 4...**

**\* Only complete this section if question 1 was answered YES, OR, 2, 3, OR 4 were answered NO on the first page. \***

G. New Project Review - Additional Required Information		
1. In what legal Phase is the subject unit located?	_____	
2. Are <u>ALL</u> units within the subject's legal phase substantially complete <i>except for buyer selections/options</i> such as appliances, flooring, and/or paint? 2.a. If NO, what is the expected date of completion? _____	Yes	No
3. Are all <u>previous</u> phases (phases started prior to the subject phase), substantially complete within the project?	Yes	No
4. What was the date the first unit was <i>conveyed</i> to a purchaser?	_____	
5. Will the Developer sell all units within the project upon completion? 5.a. If NO, how many units will the Developer retain upon project completion? _____	Yes	No
6. Are there any units within the project with <b>less than 400 square feet</b> ?	Yes	No
7. Is the Builder/Developer/Seller offering any of the following Concessions: Builder contributions, sales concessions, HOA assessments, principal & interest payments, etc.?	Yes	No

H. Owners of Multiple Units – please complete if #1 of Section D was answered “YES” or attach as a separate list		
Owner Name(s)	No. of Units Owned	HOA Dues Current?

I. HOA Insurance Co. - Contact Information	
Insurance Agency Name:	
Insurance Agent Name or Contact Person:	
Agency Phone No.:	
Agent/Contact Email Address:	

**The undersigned hereby certifies that to the best of his/her knowledge, the information & statements contained on this form, and any attachments, are true and accurate.**

J. Certification	
Preparer's Printed Name:	
Preparer's Title:	
Preparer's Phone Number:	
Preparer's Email Address:	
Management Co. Name (if applicable):	
Property Manager's Name (if different from preparer):	
Property Manager's Phone Number:	
Property Manager's Email Address:	
Date Completed:	
Preparer's Signature (digital signatures accepted):	