

PROJECT LEGAL NAME: _____

CITY AND STATE: _____

Total # of Units	# of Units conveyed	# of Developer owned	# of Owner Occupied	# of Second Homes	# of Investors

1. Are there short-term rentals? _____ Yes _____ No If yes, what is the minimum rental period? _____

2. Does the project have any of the items listed below? Please mark all which apply. _____ Yes _____ No

- ☐ Hotel Services
☐ Licensed as a hotel, motel, resort or hospitality entity
☐ Rentals handled through the management company
☐ Occupancy limits or blackout dates
☐ Project is listed as an investment security with the SEC
☐ Project contains non-incidental business operations (restaurant, spa, etc.)
☐ Legal documents require owners to share profits from rentals of units with HOA, Management Co. or resort/Hotel rental company

☐ Hotel or Resort ratings through hotel booking websites or agencies
☐ Managed by a hotel/resort management company
☐ Rental pooling
☐ Interior decorating or furnishing restrictions
☐ Project is a common interest apartment or community apartment
☐ Multi-dwelling Unit (more than one unit on deed and/or mortgage)

3. Largest number of units owned by a single person/entity. (The lowest number would be at least 1.) _____

4. No. of units over 60 days delinquent and dollar amount of delinquency. _____ / \$ _____

5. Is there any additional phasing or annexation? _____ Yes _____ No

6. Are units owned fee simple (FS) or leasehold (LH)? _____ FS _____ LH

7. Are all units, common areas, and amenities completed? _____ Yes _____ No

8. Date Association turned over to unit owner control (Month/Year). _____

9. Is the project a conversion? _____ Yes _____ No

If yes, is the project a gut rehab with renovation of property down to the shell replacement of all HVAC & electrical components? _____ Yes _____ No Year converted _____

10. Does the project contain any low or moderate-income housing units (aka inclusionary zoning)? _____ Yes _____ No

If yes, is the subject unit designated as a low to moderate income unit? _____ Yes _____ No

11. Is the project subject to a recreational lease? _____ Yes _____ No

12. Are the units subject to recurring transfer fees paid to the developer upon the sale of a unit? _____ Yes _____ No

13. Does the project have a mandatory club membership? _____ Yes _____ No

If yes, who owns the club? _____

14. Is the association subject to any lawsuits or pre-litigation activity (e.g. mediation, arbitration, etc.)? _____ Yes _____ No

If yes, provide the complaint(s) for the lawsuit(s) and/or details of the pre-litigation activity. _____

15. Does the project contain commercial space? _____ Yes _____ No

If yes, what percentage of the project is commercial? _____

16. Has the HOA or Developer retained any right of first refusal? _____ Yes _____ No

If yes, are mortgagees excluded from this right of first refusal? _____ Yes _____ No

17. If a unit is foreclosed or taken back by deed in lieu of foreclosure, is the mortgagee (lender) responsible for HOA dues? _____ Yes _____ No

If yes, for how long? _____ 0-6 months _____ 7-12 months _____ More than a year

18. Is the project located in a Master Association? _____ Yes _____ No

19. Does the HOA or management co. maintain separate accounts for operating & reserve funds? _____ Yes _____ No

20. Are the monthly account statements being sent directly to the HOA? _____ Yes _____ No

21. Does the management company have the authority to draw checks against or transfer funds from the reserve account? _____ Yes _____ No

22. Are 2 or more members of Board of Directors required to sign checks from the reserve account? _____ Yes _____ No

23. What is the balance in the segregated reserve account? \$ _____

SPECIAL ASSESSMENTS

24. How many special assessments are ongoing or planned? _____

What is the purpose of each special assessment? _____

What is the total amount of each special assessment? _____

When does the special assessment begin and end? _____

If the special assessment(s) are related to critical repairs, have all repairs been completed? _____

Yes

No

How many unit owners are more than 60 days delinquent in their special assessment? _____

DEFERRED MAINTENANCE

25. Does the association have any reports regarding deferred maintenance? _____

Yes

No

If yes, please provide copy of the report. _____

26. Have there been any inspections done within the past three years? _____

Yes

No

If yes, please provide copy of the inspection report. _____

27. Has the project failed to pass state or other jurisdictional inspections or certifications related to structural soundness, safety, or habitability? _____

Yes

No

28. Is the project subject to evacuation orders? _____

Yes

No

29. Does the project have material deficiencies that would result in critical elements or system failures within 1 year? _____

Yes

No

If yes, what elements are impacted? _____

30. Is there mold, water intrusion, or damaging leaks that have not been repaired? _____

Yes

No

If yes, please explain. _____

31. Is there any advanced physical deterioration? _____

Yes

No

If yes, what elements are impacted? _____

32. Are there any unfunded repairs costing more than \$10,000 per unit that should be repaired within the next 12 months? _____

Yes

No

If yes, please explain. _____

Acceptable sources include an officer of the condominium association or a qualified employee of the association's management company.

Source of Information _____

Signature _____

Title _____

Date _____

Phone Number _____

Email Address _____

Website Address of Association _____