

LIMITED REVIEW - CONVENTIONAL
HOA QUESTIONNAIRE



Date: _____

Borrower Name: _____ Lender Loan #: _____

Co Borrower Name: _____ Condo Project Name: _____

Subject Property Address: _____ Condo Project Address: _____

City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____

PROJECT

Year project was built: _____

Total # of units in project: _____

- YES NO 1. What are the monthly dues for this unit?
- YES NO 2. Are all units, common areas and recreational facilities 100% complete?
- YES NO 3. Is project subject to additional phasing?
- YES NO 4. Have ≥90% of the units been conveyed to unit purchasers?
- YES NO 5. Has the HOA been turned over to the unit owner?
- YES NO 6. Does the single entity own more than the following number of units in the project:
 - a) Projects with 5 to 20 units: 2 units (Freddie & Fannie)
 - b) Projects with 21 or more units: 25% (Freddie)
 - c) Projects with 21 or more units: 20% (Fannie)
- YES NO 7. Does the project operate like a hotel or is it subject to any timeshare arrangements?
- YES NO 8. Does the project contain manufactured homes?
- YES NO 9. Are there deed or resale restrictions?
- YES NO 10. Are there mandatory fee-based memberships for the use of project amenities?
- YES NO 11. Does the project receive non-incidental income from its business operations?
- YES NO 12. Is there pending litigation in the project? (NOTE: If there is pending litigation, obtain the attorney disclosure and a copy of the complaint and contact the Condo Department)
- YES NO 13. Has the master insurance certificate been provided?

Condominium Project Questionnaire Addendum

This Addendum is applicable to both condominium and cooperative projects. It must be completed by an authorized representative of the HOA/Cooperative Corporation.

Project Information	
Project Name:	
Project Address:	
Building Safety, Soundness, Structural Integrity, and Habitability	
1	When was the last building inspection by a licensed architect, licensed engineer, or any other building inspector?
2	Did the last inspection have any findings related to the safety, soundness, structural integrity, or habitability of the project's building(s)?
	<input type="checkbox"/> YES <input type="checkbox"/> NO
2a	If YES have recommended repairs/replacements been completed?
	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<i>If the repairs/replacements have not been completed:</i>
2b	What repairs/replacements remain to be completed?
2c	When will the repairs/replacements be completed?
	<i>Provide a copy of the inspection and HOA or cooperative board meeting minutes to document findings and action plan.</i>
3	Is the HOA/Cooperative Corporation aware of any deficiencies related to the safety, soundness, structural integrity, or habitability of the project's building(s)?
	YES NO
3a	If Yes, what are the deficiencies?
3b	Of these deficiencies, what repairs/replacements remain to be completed?
3c	Of these deficiencies, when will the repairs/replacements be completed?

Building Safety, Soundness, Structural Integrity, and Habitability

4 Are there any outstanding violations of jurisdictional requirements (zoning ordinances, codes, etc.) related to the safety, soundness, structural integrity, or habitability of the project's building(s)? YES NO

If Yes, *provide notice from the applicable jurisdictional entity.*

5 Is it anticipated the project will, in the future, have such violation(s)? YES NO

If Yes, *provide details of the applicable jurisdiction's requirement and the project's plan to remediate the violation.*

6 Does the project have a funding plan for its deferred maintenance components/items to *be* repaired or replaced? YES NO

7 Does the project have a schedule for the deferred maintenance components/items to be repaired or replaced? YES NO

If Yes, *provide the schedule.*

8 Has the HOA/Cooperative Corporation had a reserve study completed on the project within the past 3 years? YES NO

9 What is the total of the current reserve account balance(s)? \$

10 Are there any current special assessments unit owners/cooperative shareholders are obligated to pay? If Yes: YES NO

10a What is the total amount of the special assessment(s)? \$

10b What are the terms of the special assessment(s)?

10c What is the purpose of the special assessment(s)?

Building Safety, Soundness, Structural Integrity, and Habitability

11	Are there any planned special assessments that unit owners/ cooperative shareholders will be obligated to pay? If Yes :	<input type="checkbox"/> YES <input type="checkbox"/> NO
11a	What will be the total amount of the special assessments?	\$
11b	What will be the terms of the special assessments?	
11c	What will be the purpose of the special assessments?	
12	Has the HOA obtained any loans to finance improvements or deferred maintenance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
12a	Amount borrowed?	\$
12b	Terms of repayment?	

Additional Comments:

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Contact Information

Name of Preparer:	
Title of Preparer:	
Preparer's Phone:	
Preparer's Email:	
Preparer's Company Name:	
Preparer's Company Address:	
Date Completed:	