

**Capitalend Home Loans Homeowner's Certification Review (Limited)**



Date	Loan #	Branch Contact Name & Phone
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Project Name and Address \_\_\_\_\_

1. Are all common elements and/or facilities substantially complete?  Yes  No
  
2. Is the project subject to additional phasing and add-ons?  Yes  No  
 If yes, number of additional phases and units to be built: Phases: \_\_\_\_\_ Units: \_\_\_\_\_
  
3. Is the project a conversion of an existing building?  Yes  No  
 If yes, was conversion a full gut-rehabilitation?  Yes  No
  
4. Date control of the HOA transferred from the developer to unit owners: \_\_\_\_\_  

Entire Project
Subject Phase
  
5. Total number of units: \_\_\_\_\_
6. Number of residential units sold and closed: \_\_\_\_\_
7. Number of owner-occupied units: \_\_\_\_\_
  
8. Does any one person or entity own more than 10% of the project?  Yes  No
  
9. How many units are over 60 days delinquent? \_\_\_\_\_  

30-59 days past due	60-89 days past due	90+ days past due
  
10. Is the HOA involved in any litigation, mediation, arbitration or other dispute resolution process?  Yes  No  
 If yes, explain: \_\_\_\_\_
  
11. Does the owner's association have a reverse fund separate from the operating account?  Yes  No
  
12. Are the units owned in fee simple or leasehold?  Fee Simple  Leasehold
  
13. Are the amenities/recreational facilities owned by the HOA?  Yes  No
  
14. Does the property operate as a resort hotel; renting units on a daily basis?  Yes  No  
 If yes, number of years in operation: \_\_\_\_\_  
 Please check applicable services:  Restaurant / food service  Daily maid service  Check-in rental desk  
 Commercial (boutiques, etc.)  Mandatory rental pool  Time share
  
15. Is any part of the project used for commercial purposes?  Yes  No  
 If yes, what percentage of square footage? \_\_\_\_\_%
  
16. Is HOA named insured on master insurance policy?  Yes  No
  
17. Are common elements/limited common elements insured to 100% replacement cost?  Yes  No  
 Coverage \$ \_\_\_\_\_ Deductible \$ \_\_\_\_\_ Expiration date: \_\_\_\_\_
  
18. Is the HOA insured for general liability?  Yes  No If yes, amount per occurrence \$ \_\_\_\_\_
  
19. Is the HOA insured for Fidelity Bond?  Yes  No  
 If yes, amount carried by management company: \$ \_\_\_\_\_
  
20. Monthly HOA fee for subject unit: \$ \_\_\_\_\_

The above information was obtained from the following representative of the project's Homeowners Association.

Name	Phone
Position/Title	Date
Reviewer's Signature	Date