

REVIEW CHECKLIST

Required documentation by review type

Use this checklist to confirm that all required project documentation is included before submission.

FULL REVIEW DOCUMENTS

Standard condominium project review

☐	Full Condo Questionnaire
☐	Current Year Annual Approved Budget
☐	HOA Master Insurance Policy
☐	Appraisal (if there is no PIW)
☐	Declarations and Bylaws (if applicable and needed for new construction reviews)
☐	Reserve Study / Engineer's Report (if one has been completed within the past three years)

FHA SINGLE UNIT REVIEW DOCUMENTS

Documentation for FHA single-unit approval

☐	HUD Form 9991
☐	Current Annual HOA Budget
☐	HOA Master Insurance Policy
☐	Recorded Master Declaration and Bylaws
☐	Validated FHA Case Number for Single Unit Review

Note Additional documentation may be requested based on project characteristics and applicable investor or agency requirements.