

Full Review Uniform Condominium Questionnaire

Borrower's Last Name: _____ Loan Number: _____

Project Name: _____

Property Address: _____

City, State, Zip: _____ , _____

Homeowners Association Contact Name: _____

Title: _____ Phone Number: _____ Date: _____

1. Has control of the owners association been turned over to the HOA? YES ☐ NO ☐

If YES, enter the date that the project was turned over. _____

2. Are the amenities complete? YES ☐ NO ☐

3. Is all construction or phasing complete? YES ☐ NO ☐

4. Do unit owners possess full ownership of the common areas and amenities? YES ☐ NO ☐

5. Is the subject legal phase 100% complete to buyer's preference (i.e. plumbing, electricity, sub-flooring, and drywall)? YES ☐ NO ☐

6. Are common areas and recreational facilities associated with the entire project (or the subject phase) complete? YES ☐ NO ☐

7. Is the project a condominium hotel? YES ☐ NO ☐

8. Is the project a timeshare or segmented ownership project? YES ☐ NO ☐

9. Is the project a multi-dwelling unit condominium (in which ownership of multiple units is evidenced by a single deed and mortgage)? YES ☐ NO ☐

Is the subject unit one of these combined units? _____

10. Does the condominium represent a legal, but non-conforming use of the land (do zoning regulations prohibit rebuilding to current density in the event of destruction)? YES ☐ NO ☐

11. Is the project a conversion? YES ☐ NO ☐

If YES, is the conversion a "gut" rehabilitation? (where the renovation has stripped the property to the shell and all HVAC and electrical components have been replaced)? _____

12. Is the project built on a Leasehold Estate? YES ☐ NO ☐

13. Total number of phases: _____ Subject Phase #: _____

Total number of units: _____ Entire project: _____ Subject phase: _____

Total number of units for sale: _____ Entire project: _____ Subject phase: _____

Total number of units sold: _____ Entire project: _____ Subject phase: _____

Total number of units rented (Investor): _____ Entire project: _____ Subject phase: _____

Total number of owner occupied units _____

(Primary residence & Second homes): _____ Entire project: _____ Subject phase: _____

14. Please indicate the highest number of units owned by a single entity owner within the entire project: _____

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15. Is any portion of the project designated for commercial use only? This is required even if the commercial portion of the building/project has a separate association. YES ☐ NO ☐
If YES, what percentage of the project? _____%
16. Does the project allow daily rentals or short-term rentals less than 30 days? YES ☐ NO ☐
If YES, provide the Master Declaration and Bylaws.
If YES, is the HOA involved in renting the units? YES ☐ NO ☐
17. Does the project contain a rental desk? YES ☐ NO ☐
18. Does the project participate in a mandatory rental pool? YES ☐ NO ☐
19. Does the project provide food service or housekeeping? YES ☐ NO ☐
20. Does the project have blackout dates that restrict the owner's use? YES ☐ NO ☐
21. Does the project operate wholly or partially as a continuing care facility? YES ☐ NO ☐
22. Does the project have mandatory upfront or periodic membership fees for the use of recreational facilities owned by an outside party? YES ☐ NO ☐
23. Is the project the subject of current litigation, mediation, arbitration or similar dispute resolution process? YES ☐ NO ☐
If YES, attach a letter of explanation for litigation from the attorney or a copy of the court complaint.
24. Total number of unit owners currently > 60 days past due with their monthly H.O.A. fees: _____
25. Does the project adhere to one of the following financial controls? YES ☐ NO ☐
Separate bank accounts for operating funds and reserved funds? YES ☐ NO ☐

If applicable, management company maintains separate records for all HOA's and does not have the authority to draw checks or transfer funds from reserve accounts? YES ☐ NO ☐

Two members of the board must sign all checks written on the reserve account? YES ☐ NO ☐
26. Please indicate which utilities the HOA pays on behalf of the unit owner from the HOA dues:
Gas ☐ Water ☐ Electric ☐ Cable ☐ Sewer ☐ Trash ☐
27. Does the project have any structural maintenance items that have been deferred or delayed for any reason? YES ☐ NO ☐
If YES, describe any deferred maintenance _____

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28. When was the last **structural and/or mechanical** inspection completed? _____.
If completed within the last three years, provide a copy of the report.

29. Is there currently a special assessment or one planned within the next year? YES ☐ NO ☐
If YES, describe the purpose of the special assessment, approximate dollar amount and
available payment plans: _____
If YES, how many unit owners are 60 days or more past due on the special assessment payment? _____

30. Has the project failed to pass state or jurisdictional mandatory inspections and/or certifications YES ☐ NO ☐
specific to structural soundness, safety, and habitability?

31. When was the last reserve study completed? _____
If completed within the last 3 years, provide a copy of the report.

32. What are the HOA monthly dues for this unit? _____

33. Clarify if the condo project is subject to any action that
would cause the project to cease exist including termination,
deconversion, bankruptcy, liquidation, or similar action? _____

YES NO