

Required Documentation for Approved Projects

1. HUD-99991 FHA Condominium Loan Level/Single Unit Approval Questionnaire (pages 1-3 completed by HOA Management Co)
2. Certificate of Insurance (Master Policy & HO-6 if necessary)

Required Documentation for Single Unit (Spot) Approvals

1. HUD-99991 FHA Condominium Loan Level/Single Unit Approval Questionnaire (All pages completed by HOA Management Co)
2. Certificate of Insurance (Master Policy & HO-6 if necessary)
3. All recorded legal documents as required by state and local law (CC&Rs, Bylaws, Articles of Incorporation, etc)
4. For projects with Commercial/Non-Residential Space:
 - a. A current year budget approved by the board
 - b. A year to date income and expense statement dated within 90 days IF the prior YTD actuals are more than 90 days old
 - c. An income and expense statement for the previous year's actual year end results
 - d. A current balance sheet dated within 90 days prior to the date of submission
 - e. Recorded Site Condominium Plans