

Project name						
Address		City		State		ZIP Code

Project pre-sale and owner occupancy questions.

Note: NA, unknown & value ranges/estimates are **not** acceptable

		Entire project	Subject phase
1.	Total number of units		
2.	Number of residential units sold and closed		
	Number of units under contract		
3.	(A) Number of units sold / under contract / owned as primary residence		
	(B) Number of units sold / under contract / owned as second / vacation homes		
	(C) Number of units sold / under contract / owned as investment properties (never occupied for personal use)		
	(D) Number of rented units owned by the developer		
	(E) Number of rented units owned by the association		

4. If the project has 21 or more units, does a single entity own more than 20% of units within the project? If the project has 20 units or fewer, does a single entity own more than 2 units? Yes No
 If "yes," Please complete:

Unit owner last name	Number of units owned by single entity	HOA dues current?

5. Are all common elements and/or facilities substantially complete? Yes No
 If "no," are all common elements and/or recreational facilities associated with the subject phase complete?

6. 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 _____

7. (A) Is the project a conversion of an existing building? If Yes, provide year _____ Yes No
 (B) If "yes" to (A), was the conversion a full gut-rehabilitation? Yes No
 (C) If "yes" to (A), what was the original occupancy use/purpose? _____

8. Date control of the HOA was transferred from the developer to unit owners: _____

9. Date when first units were made available for sale: _____

10. Total income budget for this year: _____ Total reserves budgeted for the year: _____

11. Current amount in reserve fund: _____ Current amount in operating fund: _____

12. How many units are 60 or more days delinquent on HOA dues? _____

13. Are there any pending or outstanding special assessments? Yes No
 If "yes," explain and provide unit assessment term \$ _____ / #months/years: _____

14. To the best of your knowledge, are there any adverse environmental factors affecting the project as a whole or as individual units? Yes No
 If "yes," explain and attach an environmental study if available: _____

15. Do the project legal documents include any age restrictions? Yes No

16. Do the project legal documents include any resale-deed restrictions? Yes No

17. Do unit owners have the sole ownership and rights to use the project amenities and common areas? Yes No

18. Are the units owned in Fee Simple? Yes No

19. Is the HOA involved in any litigation, mediation, arbitration, or other dispute resolution process? If "yes," explain and provide documentation (i.e., complaint or attorney opinion letter or HOA letter): _____ Yes No

20. Do the project legal documents or local zoning limit the amount of time the owner(s) can live in their units? Yes No

21. Is the project part of a master homeowners association? If yes, provide the name: _____ Yes No

22. Does the property operate as a resort hotel; renting units on a daily basis? Yes No
 Please check applicable services:
 Daily maid service Restaurant/Food Service Time share
 Check in rental desk Commercial (boutiques) Mandatory rental pool

23. Is any part of the project used for commercial purposes? Yes No
 If "yes," total building square footage _____ % total commercial square footage _____
 Total residential square footage _____ total commercial parking square footage _____

24. If a unit is taken over in foreclosure, is the mortgagee (lender) responsible for delinquent HOA dues by the previous owner prior to the foreclosure? Yes No
 If "yes," are they responsible for: 0-6 months 7-9 months 10+ months
 Is the HOA a named insured on the master insurance policy? Yes No

25. Are common elements/limited common elements insured to 100% replacement cost? Yes No

26. Does the HOA provide hazard insurance for the interior (walls-in) of the condominium unit? Yes No

27. Hazard/Property coverage \$ _____ Deductible \$ _____ Expiration date: _____

29. Is the HOA insured for General Liability? Yes No
 If "yes," amount per occurrence \$ _____
30. Are units or common improvements located in a flood zone? Yes No
 If "yes," is flood insurance in force? Yes No
 Does the insurance cover at least 100% replacement cost? Yes No
 Or, is the coverage the maximum available per condominium federal flood program? Yes No
31. Is the HOA insured for Fidelity Bond? Yes No
 If "yes," amount per occurrence \$ _____
 Amount carried by the management company. \$ _____
32. Minimum number or days required for written notification to HOA or Insurance trustee before any substantial changes or cancellation of the project coverage: _____
33. Provide the following financial controls information for projects > 20 units
 If the project is professionally managed provide the contact information:
 Company: _____ Contact: _____
 Phone: _____ Email: _____
1. Does the HOA or Management Company maintain separate bank accounts for the operating account and the reserves? Yes No
2. Does the bank send account statements directly to the HOA? Yes No
3. Does the management company maintain separate records and bank accounts for each owner's association that uses its services? Yes No
4. Is the management company prohibited from drawing checks on or transferring funds from the HOA's reserve fund without board approval? Yes No
5. Are two (2) signatures required for any check written on the reserve account? Yes No
34. Is the project professionally managed? Yes No
 If yes, please provide the name and contact information: _____
 Insurance agent contact information: Name _____ Phone: _____
 Email address: _____

Certification completed by:

 HOA Representative (print name)

 HOA Representative Title

 HOA Representative Telephone Number

 HOA Representative Signature

 Date



Project Name:					
Address		City		State	Zip

- Has the project ever been evacuated due to health or safety issues or by government order? Yes or No
If yes, provide information on why the project was evacuated and provide remediation documents:
 - Date evacuated:
 - Reason for evacuation:
 - Resolution:
 - Support documentation for the resolution:
- Are there any outstanding violations of federal, state, or local requirements (zoning ordinances, codes, certificate of occupancy, etc.) related to the safety, soundness, structural integrity, or habitability of the project's building(s)? Yes or No
If yes, describe detail:
- In the last five years, has the project been subject to any local/state/federal inspection requirements related to the safety, structural integrity, or habitability of the project? Yes or No
If yes, has the required inspection been completed? Yes or No
 - What type of inspection was required?
 - Provide the inspection report/results.
 - If no**, explain why.
- Is the HOA aware of any of the following? Yes or No
 - Required repairs to address potential safety, structural integrity, habitability concerns
 - Outstanding maintenance for major components including, but not limited to, roof, foundations, load-bearing structures, electrical systems, mechanical systems, HVAC, or plumbing.**If yes**, complete and provide the information below.
 - Detailed description of the repairs:
 - Status of repairs:
 - Any inspections completed.
- Does the project have any current or planned special assessments? Yes or No
If yes, complete and provide the information below.
 - Reason for special assessment:
 - Total amount assessed and payment terms:
 - Most recent financial statements.
 - Income statement or similar documentation, dated within 90 days, to show the amount collected year-to-date.

The undersigned certifies that the information contained on this form is true and correct to the best of their knowledge. Additionally, the undersigned represents that they are authorized by the HOA Board of Directors to provide to this information.			
Signature		Date Completed	
Print Name		Title	
Telephone		Fax	
Email			