

Please have the HOA management company complete and sign the questionnaire. After it's completed, upload the questionnaire and all other required documents to the Broker Portal.

LOAN INFORMATION

Borrower Name: _____ Project Name: _____
 Property Address: _____ Unit Number: _____
 City, State & Zip: _____ Loan Number: _____

PROJECT AND UNIT INFORMATION

1. Units are Fee Simple or Leasehold? Fee Simple Leasehold
2. Is the HOA involved in any litigation, mediation, arbitration or other dispute resolution process? **If Yes**, explain and attach documentation: Yes No
3. Number of units sold and closed in subject phase and project? **NOTE:** Sold and closed units must be 100% complete; lots and partial construction not acceptable. # Units in Phase Entire Project
4. Total number of units in subject phase and project? # Units in Phase Entire Project
5. In subject phase, how many units are identified as: # Owner Occupied/2nd Homes # Non-Owner Occupied # Sponsor Owned Units
6. Are there any adverse environmental factors affecting the project as a whole or as individual units? **If Yes**, explain and attach documentation: Yes No
7. What are the total number of buildings/phases within entire project? # of Buildings # of Phases
8. Is the project a conversion of an existing building? **If Yes**, provide date of conversion: _____ Yes No
9. Does any one person or entity own more than 20% of the total units? **If Yes**, provide the name and # of units owned by each entity: _____ Yes No
10. Are the unit owners in control of HOA? Yes No
11. Are all common elements and amenities within the subject's phase complete? Yes No
12. Does the project contain any of the following (check all that apply):
 - Commercial and/or mixed-use exceeding 30% of the project?
 - Units that are used for "live-work" (i.e. owner lives in a loft and runs a business on the ground floor)?
 - Mandatory fee-based memberships for use of project amenities or services?
 - Deed or resale restrictions, other than board approval?
 - Continuing Care or Life Care facilities that allow residents to sign long-term contracts for housing, medical, assisted living and/or other services?
 - Are there manufactured homes in the project?
 - Does the project allow/contain any hotel/motel/resort activities, daily rental usage or other restrictions that impact the unit owner's ability to occupy the unit?

FINANCIAL AND INSURANCE INFORMATION

1. Are there any units that are 60 or more days delinquent on HOA Dues? Yes (Complete section below) No
 # of units delinquent 60 days or more: _____ Outstanding balance owed 60 days or more: \$ _____
2. What is the total income and reserves budget for this year? Income: _____ Reserves: _____
3. Is the homeowners' association insured for general liability with at least a \$1MM blanket policy? Yes No
4. If the project is over 20 units is the homeowners' association insured with a minimum of \$300,000 Fidelity Bond coverage? Yes No
5. Is there a master flood insurance policy in place if any units or common elements are located in a Flood Zone? Yes No
6. Does the homeowners' association have a reserve fund separate from the operating account? Yes No
 If Yes, amount in fund: \$ _____

MASTER INSURANCE POLICY INFORMATION

Insurance Carrier: _____

Agent Name: _____

Email Address: _____

Phone Number: _____

HOA MANAGEMENT INFORMATION

Name: _____

Position/Title: _____

Email Address: _____

Phone Number: _____

Signature: _____ Date: _____

DOCUMENTS REQUIRED FOR NON-WARRANTABLE CONDO REVIEW

The below documents are required for Non-Warrantable Condo Review:

- Completed Questionnaire
- Master Insurance meeting guideline requirements
- Flood Insurance meeting guideline requirements (if applicable)
- Litigation letter specifying type of litigation, insurance coverage for same and possible exposure for HOA (if applicable)