

Full Condominium Questionnaire

To be completed by the HOA's Management Company, Property Manager or a member of the HOA Board. If you have any questions regarding this form, please contact the individual who provided it to you.

SECTION A GENERAL PROJECT INFORMATION

LEGAL PROJECT NAME (PER DECLARATION OR CC&R'S)		HOA TAX IDENTIFICATION NO. (TIN)
HOA NAME (PER ARTICLES OF INCORPORATION)	MASTER ASSOCIATION NAME (IF APPLICABLE)	
PROJECT STREET ADDRESS		
PROJECT CITY	STATE	ZIP CODE

SECTION B PROJECT UNIT & PHASE INFORMATION

Subject Phase Info	Phase #	Entire Project if 100% Complete	Entire Project if NOT Complete
No. Units in Phase		Total No. of Phases	Total No. of Planned Phases
No. Units Completed in Phase		Total No. of Units in Project	Total No. of Planned Units
No. Units for Sale in Phase		No. Units for Sale in Project	No. Units for Sale in Project
No. Units Sold & Under Contract		No. Units Sold from Developer	No. Units Sold from Developer
No. Units Rented		No. Units Rented	No. Units Rented
No. Units Primary Residences		No. Units Primary Residences	No. Units Primary Residences
No. Units 2nd Homes		No. Units 2nd Homes	No. Units 2nd Homes

SECTION C PROJECT COMPLETION INFORMATION

- Is the Project subject to any additional Units, Buildings, Phases, or Annexation of Property? ☐ Yes ☐ No
 - If Yes, how many additional units are left to be constructed?
- Are the Unit Owners in control of the HOA? ☐ Yes ☐ No
 - If Yes, what was the date control was transferred?
 - If No, what is the expected date of turnover?
- Are all units, amenities, and common areas within the entire Project 100% complete? ☐ Yes ☐ No
- Have at least 90% of the total units in the Project been sold & conveyed to unit owners other than the Developer? ☐ Yes ☐ No
 - If No, have at least 75% of the total units been conveyed? ☐ Yes ☐ No

FYI: If #1 above is answered Yes, OR #2, #3, or #4 is answered No, the Project is a "New Project," and Section H must be completed.

SECTION D LIMITED REVIEW — REQUIRED INFORMATION

1. Does any one person or entity own more than one unit in the Project? If Yes, complete the table below OR attach a separate list. ☐ Yes ☐ No

Owner Name(s)	# Units Owned	Dues Current?	Owner Name(s)	# Units Owned	Dues Current?

2. Are units owned as Fee Simple (not on leased land)? ☐ Yes ☐ No

2.a. If No, provide a copy of the current Lease Agreement & provide the expiration date:

3. Is the HOA the sole owner of, and does it have exclusive rights to the Project as a whole, including any facilities, amenities & common areas? ("HOA" refers to the units' owners collectively) ☐ Yes ☐ No

4. Do the Project legal documents include Resale Restrictions which would limit the free transferability of title? [Example: Right of First Refusal, Age Restrictions (55+ Communities), Income/Sale Price Restrictions, etc.] ☐ Yes ☐ No

4.a. If Yes, please explain:

5. Is the HOA / Developer / Sponsor involved in any active or pending Litigation related to safety, structural soundness, habitability, or functional use of the Project (aka construction defects)? If Yes, provide documentation from the HOA's attorney (i.e., copy of lawsuit, attorney status letter, etc.) ☐ Yes ☐ No

6. Is the HOA involved in any active or pending Litigation other than foreclosure activity or past due assessment liens? If Yes, provide documentation from the HOA's attorney (i.e., copy of lawsuit, attorney status letter, etc.) ☐ Yes ☐ No

SECTION E CHARACTERISTICS OF INELIGIBLE PROJECTS

1. Does this Project, in any way, restrict a unit owner's ability to occupy the unit OR require the units to be included in a mandatory rental pool (meaning unit owners are required to list their units for rent)? ☐ Yes ☐ No

2. Does the Project have a voluntary rental pool? ☐ Yes ☐ No

3. Does this Project include any of the following: Time-Shares or Fractional/Segmented/Split Ownership Units? ☐ Yes ☐ No

4. Is this Project considered to be a "Common Interest Apartment" or a "Community Apartment" where the HOA owns the units collectively rather than each owner holding title individually to their specific unit? ☐ Yes ☐ No

5. Does the HOA have any mandatory fee-based memberships for the use of Project amenities or services, such as country club facilities or golf course, owned by an outside party (including the builder or developer)? ☐ Yes ☐ No

5.a. If Yes, please describe & provide the amount:

6. Are any units in this Project rented for less than 30 days? ☐ Yes ☐ No

6.a. If Yes, how many units?

7. Is there a Hotel or Motel located at the same address, in the same building as the units, or within the Project? ☐ Yes ☐ No
8. Does the Project provide any of the following amenities or services such as, but not limited to, on-site check-in, registration desk, central telephone system, daily cleaning services, room service, central key system, etc.? ☐ Yes ☐ No
- 8.a. If Yes, please explain which services:
-
9. Does the Project include any of the following non-real estate items: houseboats, boat slips/docks, cabanas, etc.? ☐ Yes ☐ No
- 9.a. If Yes, please describe:
-
10. Does any part of this Project operate as a Continuing Care Community or Assisted Living Facility? ☐ Yes ☐ No
11. Does the HOA own or operate a business? (i.e., a restaurant, spa, health club, golf club, etc.) ☐ Yes ☐ No
- 11.a. If Yes, describe the business type/operations:
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- 11.b. If Yes, is the business open only to the unit owners? ☐ Yes ☐ No
- 11.c. If Yes, does the business income make up more than 10% of the annual budgeted income? ☐ Yes ☐ No
12. Are there any "Live-Work Units" in the Project (unit owners are permitted to operate a small business from the residential unit)? ☐ Yes ☐ No
- 12.a. If Yes, how many units fall into this category?
13. If a lender/mortgagee acquires a unit due to foreclosure or deed-in-lieu of foreclosure, is that lender/mortgagee responsible for paying any delinquent HOA assessments/dues/common expenses? ☐ Yes ☐ No
- 13.a. If Yes, for how long?
- ☐ 1-6 months ☐ 7-12 months ☐ More than 12 months
14. Does this Project include or allow Multi-Dwelling Units? [a single legal unit that is sub-divided into/being used as multiple residential dwellings within the single legal unit] ☐ Yes ☐ No
15. Are there any Commercial units included in this Project or located in the same building(s) as the residential unit? ☐ Yes ☐ No
- 15.a. If Yes, describe the commercial units (i.e., retail, offices, restaurant, etc.):
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- 15.b. If Yes, what is the total square footage of the Project (residential & commercial)?
- 15.c. If Yes, what is the amount of square footage designated as Commercial use?
16. Are there any Manufactured Homes in this Project? ☐ Yes ☐ No

SECTION F SPECIAL ASSESSMENTS

1. Is there a current Special Assessment affecting the unit owners in this Project? **If Yes, complete 1.a.–1.i. below.** ☐ Yes ☐ No
- 1.a. Purpose of the assessment:
- 1.b. What is the **total amount** being assessed to ALL unit owners, **collectively**? (\$)
- 1.c. What is the balance due for the **subject unit**? (\$)
- 1.d. Explain the owner's repayment terms:
- 1.e. How many units are currently **past due** on the Special Assessment by **60 days or more**?
- 1.f. Are the funds from the Special Assessment being used to pay for REPAIRS in the Project? **If Yes, describe the specific repairs below.** ☐ Yes ☐ No
- Specific repairs:
- 1.g. Are any of the repairs related to maintenance that has been deferred for any reason? **If Yes, explain why below.** ☐ Yes ☐ No
- Why was the maintenance deferred?
- 1.h. Do any repairs relate to or impact the safety, soundness, structural integrity, or habitability of the Project? ☐ Yes ☐ No
- 1.i. Whether for repairs or just optional Project improvements/upgrades, is the work 100% complete? ☐ Yes ☐ No
- If No, what is the expected date of completion?

SECTION G NEWLY CONVERTED / REHABILITATED PROJECTS

1. Was the Project created through the conversion of an existing building(s) that was previously used as apartments, hotel/resort, industrial warehouse, retail, office, other commercial building, etc.? **If Yes, complete 1.a.–1.g. below.** ☐ Yes ☐ No
- 1.a. What year was the property originally built?
- 1.b. What year was the conversion to condominium completed?
- 1.c. Was the conversion a Full-Gut Rehabilitation of the existing structure(s), including replacement of all major mechanical components? ☐ Yes ☐ No
- 1.d. Does the report from the licensed engineer indicate the Project is structurally sound, and that the condition & remaining useful life of the Project's major components are sufficient? ☐ Yes ☐ No
- 1.e. Are all repairs affecting safety, soundness, and structural integrity complete? ☐ Yes ☐ No
- 1.f. Are replacement reserves allocated for capital improvements? ☐ Yes ☐ No
- 1.g. Are the Project's reserves sufficient to fund the improvements? ☐ Yes ☐ No

SECTION H NEW PROJECT REVIEW

☐ N/A – Project meets Agency definition of Established

1. In what legal Phase is the subject unit located?
2. Are ALL units within the Subject's Legal Phase substantially complete except for buyer selections/options such as appliances, flooring, and and/or paint? ☐ Yes ☐ No
 - 2.a. If No, what is the expected date of completion?
3. Are all previous phases (phases started prior to the subject phase) substantially complete within the Project? (Only choose "N/A" if the subject unit is in Phase 1 or this is a single-phase project.) ☐ N/A ☐ Yes ☐ No
4. How many units are currently substantially completed in the entire Project?
5. What was the date the first unit was conveyed to a purchaser?
6. Will the Developer sell all units within the Project upon completion? ☐ Yes ☐ No
 - 6.a. If No, how many units will the Developer retain upon Project completion?
7. Is the Builder/Developer/Seller offering any of the following Concessions: Builder contributions, sales concessions, HOA assessments, principal & interest payments, etc.? ☐ Yes ☐ No

SECTION I BUILDING SAFETY, SOUNDNESS, STRUCTURAL INTEGRITY & HABITABILITY

1. Is the Project in need of any **Critical Repairs**? (Examples: plumbing systems; electrical systems; HVAC; mold and/or water leaks/intrusions; advanced physical deterioration; elevators; foundation issues; parking structures; stairwells, balconies, or decks that need to be replaced/repared; etc.) ☐ Yes ☐ No
 - 1.a. If Yes, describe or attach document:
 - 1.b. If Yes, will the needed repairs cost **more than \$10,000 per unit**? ☐ Yes ☐ No
 - 1.c. If Yes, does the HOA have a plan to pay for the repairs? (If Yes, indicate how below.) ☐ Yes ☐ No

☐ Reserve Account
☐ Loan
☐ Special Assessment

Other:
2. Is the HOA or Management Company aware of any adverse **Environmental Factors/Conditions** that negatively impact the safety, soundness, structural integrity, or habitability of the Project? ☐ Yes ☐ No
 - 2.a. If Yes, explain the issue(s) and provide supporting documentation:
 - 2.b. Does the HOA have a **funding plan** in place to remediate the environmental issues? ☐ Yes ☐ No
 - 2.c. If Yes, explain how:

3. Is the HOA or Management Company aware of any **project-wide Deferred Maintenance/Deficiencies** that negatively impact the safety, soundness, structural integrity, or habitability of the Project? ☐ Yes ☐ No

3.a. If Yes, explain and provide supporting documentation (i.e., architect/engineer reports, inspections, etc.):

- 3.b. Has the HOA developed a maintenance schedule to address/repair items that have been deferred? If Yes, provide a copy with this completed form. ☐ Yes ☐ No

- 3.c. Does the HOA have a **funding plan** in place to remediate the Deferred Maintenance? ☐ Yes ☐ No

3.d. If Yes, explain how:

4. Is the HOA or Management Company aware of any **outstanding City/County/State/Code Violations of jurisdictional requirements** related to the safety, soundness, structural integrity, or habitability of the Project? ☐ Yes ☐ No

4.a. If Yes, explain and provide supporting documentation (i.e., inspections, notices of building code violations, fines or liens from local building authority, etc.):

4.b. Please describe the HOA's plan to remediate the violation(s):

- 4.c. Does the HOA have a **funding plan** in place to remediate the violation(s)? ☐ Yes ☐ No

4.d. If Yes, explain how:

5. What is the **date of the last building inspection** by a licensed architect, engineer, reserve study expert, or other building inspector? If dated within the last three (3) years, provide a copy with this completed form.

- 5.a. Did the inspection reveal any findings related to the safety, soundness, structural integrity, or habitability of the Project's buildings? If Yes, please provide a copy with this completed form. ☐ Yes ☐ No

- 5.b. If Yes, have the recommended repairs/replacements been completed? ☐ Yes ☐ No

5.c. If the repairs/replacements have **not** been completed, describe what remains to be completed:

5.d. If the repairs/replacements have **not** been completed, what is the expected date of completion?

6. Is there an existing **Evacuation Order for any building (partial or total)** in place for the Project due to unsafe conditions? ☐ Yes ☐ No

6.a. If Yes, please explain and provide documentation:

SECTION J FULL REVIEW — REQUIRED INFORMATION

1. Provide the range of the amount of Monthly HOA Dues/Assessments:

Low (\$)

High (\$)

2. How many units are currently **past due** on their monthly assessments by **60 days or more**?

3. Is the Project managed by a professional Management Company?

☐ Yes

☐ No

4. Is the subject unit part of a legally established condominium project in which any Common Areas are jointly owned by the unit owners/HOA (meaning unit owners have an undivided ownership interest in and to the common areas)? **If No, provide a copy of the lease agreement for the common areas.**

☐ Yes

☐ No

5. Are the Amenities and/or Recreational Facilities owned by the HOA? (Mark N/A if no amenities or recreational facilities exist.) **If No, provide a copy of the lease agreement for the common areas.**

☐ N/A

☐ Yes

☐ No

6. Is this HOA part of a larger Master Association?

☐ Yes

☐ No

6.a. **If Yes**, provide name of Master Association:

6.b. Master Association managed by:

6.c. Amount of additional dues paid by unit owners to Master Association:

Amount (\$)

How often?

7. Are the units separately metered for utilities?

☐ Yes

☐ No

7.a. **If Yes**, which utilities are separately metered?

8. Does the Project have a central heating and/or cooling system which centrally produces heat/air for the entire building including the individual units? **If Yes, the HOA is required to maintain Steam Boiler/Machinery/Equipment Breakdown Insurance.**

☐ Yes

☐ No

9. Does the HOA maintain a Reserve Account/Fund **separate from** its Operating Account/Fund?

☐ Yes

☐ No

9.a. **If Yes**, what is the current balance of the Reserve Account? (\$)

10. Does the HOA receive any income from Commercial sources?

☐ Yes

☐ No

10.a. **If Yes**, please explain:

11. Are bank statements sent directly to the HOA/an HOA Board Member OR does at least one Board Member have online access to monitor banking activity?

☐ Yes

☐ No

12. Are two Board Members required to sign checks written from the Reserve Account OR is the Management Co. at least required to obtain Board approval prior to writing a check or transferring funds from the Reserve Account?

☐ Yes

☐ No

13. Does the Management Company maintain separate records and bank accounts for each HOA it manages? (N/A should only be marked if the HOA is self-managed.)

☐ N/A

☐ Yes

☐ No

14. Has the HOA experienced a **Final Distress Event** within the last 36 months? (i.e., sought protection under bankruptcy laws; been placed into receivership (mandated or voluntary); been subject to foreclosure or any seizure of assets by creditors; or offered a Deed-in-Lieu (DIL) of Foreclosure)

☐ Yes

☐ No

15. Does the HOA have a Reserve Study completed within the last three (3) years? **If Yes, provide a copy with this completed form.**

☐ Yes

☐ No

SECTION K HOA INSURANCE COMPANY / AGENCY — CONTACT INFORMATION

INSURANCE AGENCY/COMPANY NAME

AGENT NAME OR CONTACT PERSON

AGENCY PHONE NO.

AGENT/CONTACT EMAIL ADDRESS

SECTION L CERTIFICATION & SIGNATURE

The undersigned hereby certifies that, to the best of his/her knowledge, the information and statements contained in this form, and any attachments, are true and accurate.

PREPARER'S PRINTED NAME

PREPARER'S TITLE

PREPARER'S PHONE NUMBER

PREPARER'S EMAIL ADDRESS

MANAGEMENT COMPANY NAME (IF APPLICABLE)

PROPERTY MANAGER'S NAME (IF DIFFERENT FROM PREPARER)

PROPERTY MANAGER'S PHONE NUMBER

PROPERTY MANAGER'S EMAIL ADDRESS

PREPARER'S SIGNATURE

Digital signatures accepted

DATE COMPLETED

REMINDER: Please include copies of any inspections, lawsuits or litigation documentation, reserve studies, engineer's reports, etc., as applicable, when returning this form.