

Please complete all sections in their entirety, and return to: _____

Tax ID:

Legal Name of Project:

Address (include city/state):

HOA Name:

Address (include city/state):

Contact Name/Title:

Ph/Fax #:

Email Address:

Property Type

- ___ 1. Property is fee simple.
- ___ 2. Property is under a leasehold interest, if yes:
- ___ Provide recorded lease & all amendments
- ___ 3. Is the project any of the following:
- ___ Condominium Hotel
- ___ Common Interest Apartment
- ___ Timeshare, Fragmented/Segmented Ownership
- ___ Houseboat
- ___ 4. Project has weekly rentals, housekeeping.
- ___ 5. Does HOA require any type of screening for potential tenants to reside in project?

Additional Comments:

Construction Type

- ___ 1. Existing, all legal phases & common areas, are completed for 12 months or greater. **Completed Date:** _____
- ___ 2. Has control of the HOA been transferred from developer/builder to the Unit Owners? **Transfer Date:** _____
- ___ 3. Full Gut Conversion.
- ___ 4. NON-Gut Conversion, if yes:
- ___ All rehabilitation work & repairs are complete
- ___ Engineering/Architectural inspection evidencing rehabilitation completed within 12-mos
- ___ Work/Repairs have been fully completed, and
- ___ Certificate of Occupancy, or equivalent, has been issued
- ___ 5. New Construction, if yes:
- ___ All units & common areas are fully completed, and
- ___ Certificate of Occupancy has been issued for all units within the legal phase

Additional Comments:

Legal Restriction on Conveyance

- ___ 1. The project has affordable housing or rent restricted units.
- ___ 2. The project contains Live/Work units, if yes:
 ___ Do the governing documents allow for Live/Work arrangements?
- ___ 3. The project is subject to Private Transfer Fees, if yes:
 ___ Provide the Private Transfer Fee document(s)
- ___ 4. Common/Recreational areas are held in a recreational lease/easement, if yes:
 ___ Provide recorded lease documents & all recorded amendments

Additional Comments:

Completion/Phasing/Financials

- ___ 1. Entire project is 100% complete (all units, common areas, and is not subject to additional phasing).

Entire Project:

- ___ Total # of legal phases
- ___ Total # of units
- ___ Total units completed
- ___ Total units sold/conveyed
- ___ Total unit's owner occupied
- ___ Total unit's investment

- ___ 2. Subject phase is 100% complete.

Subject Phase:

- ___ Phase Number
- ___ Total units in phase
- ___ Total units completed
- ___ Total units sold/conveyed
- ___ Total unit's owner occupied
- ___ Total unit's investment

- ___ 3. There are unit owners that own more than 1 unit in the project, if yes:
 ___ Provide # of units owned by each owner (i.e., owner 1 owns 2 units, etc.)

Individual Entity Name	Developer/Builder	# of Units

- ___ 4. Association maintains separate accounts for operating & reserve funds.

- ___ 5. Association financial statements indicate a loss within the last 2 years, if yes:
___ Provide explanation for the loss & how the funds were recovered
- ___ 6. Project has experienced financial distress within the last 36 months.
- ___ 7. Are any unit's 60+ days past due on HOA dues *or* Special Assessment payments? if yes:
___ How many units are past due on HOA dues?
___ How many units are past due on Special Assessment payments?
- ___ 8. HOA restricts management company from drawing checks *or* transferring funds from reserve acct without board approval.
- ___ 9. Management company maintains separate records & bank accounts for the Association.
- ___ 10. A reserve study has been prepared within the last 36 months, if yes:
___ Most Recent Date Prepared
- ___ 11. Project has special assessments currently *or* within the last 12 months, if yes:
___ Explanation for the Special assessments
___ Total amount of Special Assessment
___ Amount due to HOA from Unit Owners (if applicable)
___ Payment options offered to unit owners, if yes:
___ Confirmation all repairs are complete, *or*
___ If all repairs are not complete, attach list of repairs pending completion & estimated completion date (per occur)
- ___ 12. Project contains units for use as Commercial/Retail/Non-residential space, if yes:
___ Total sq. ft. of Condominium Project:
___ Total sq. ft. of Residential Space:
___ Total sq. ft. of Commercial/Non-Residential Space:
- ___ 13. Is HOA currently involved in any litigation (excluding foreclosure *or* delinquent HOA dues)? if yes:
___ Provide copy of filed complaint(s)
___ Provide signed & dated letter from HOA, and HOA's Management *or* Attorney, that includes:
___ Reason(s) for Litigation(s)
___ Anticipated Settlement/Judgement Date
___ HOA Insurance Agent has agreed to cover case & pay out any Settlement/Judgment
___ Litigation(s) impact on the HOA's financial well being

Additional Comments:

Insurance

- ___ 1. HOA maintains current Liability Insurance policy for entire Project, if yes:
- ___ Includes all common areas, common elements, public ways, and all other areas that are under its supervision
- ___ Coverage in the amount of at least \$1 million per each occurrence
- ___ 2. HOA maintains current Fidelity Insurance policy, if yes:
- ___ Fidelity policy which covers all of the following:
- ___ Officers
- ___ Directors
- ___ Employees of the HOA, and
- ___ All other person's handling funds administered by the HOA (incl. Management company)
- ___ 3. HOA maintains current Master or Blanket Hazard Insurance policy, if yes:
- ___ Policy coverage for an amount equal to at least 100% replacement cost of the entire Project
- ___ Policy coverage for an amount equal to at least 100% replacement cost of all Individual Units
- ___ Policy includes individual interior Unit coverage & will cover the replacement of interior improvements, *or*
- ___ Unit owners are responsible to obtain Walls-In policy covering the same requirements
- ___ 4. Are Units or Common Elements located in a Special Flood Hazard Area (SFHA)? if yes:
- ___ HOA maintains current Master or Blanket Flood Insurance policy, if yes:
- ___ Flood Insurance currently in place equals (select only one option below)
- ___ 100% replacement cost;
- ___ Maximum coverage per Unit available under the NFIP; *or*
- ___ Another amount

Additional Comments:

Contracts

- ___ 1. There are existing contracts entered into by builder prior to transferring of control
- ___ 2. The existing contracts require no more than 90 days' notice to terminate (not related to builder)

Additional Comments:

I hereby certify the information represented above in pages 1-4 are true and accurate to the best of my knowledge and has not been completed by any interested party to the transaction.

Management Company Name

Address

Phone Number

Representative Name

Title

Email Address

Signature

Date