

## PROJECT AND BORROWER INFORMATION

PROJECT LEGAL NAME	DATE
PROJECT PHYSICAL ADDRESS (STREET, CITY, STATE, ZIP)	BORROWER NAME
UNIT NUMBER	LOAN NUMBER

FORM TO BE COMPLETED IN FULL BY PROPERTY MANAGEMENT REPRESENTATIVE OR BY AN OFFICER OF THE ASSOCIATION.

## PROJECT INFORMATION

Please provide actual numbers and not percentages in the chart below.

	Subject / Legal Phase	Entire Project
Total # of Units		
No. of Owner Occupied and 2nd Homes		
No. of Investment		
No. of Units Sold or Under Contract		
No. of Units Listed for Sale		
Other:		

- Are any of the following characteristics offered by the Project? (Please check all that apply.)** **N/A**  
 Hotel/Resort Activities, Services, and/or fees  
 On-Site or Centralized Reservation and/or Registration  
 Short Term Rentals Marketed by the Project or a Rental Office  
 Food Service, Restaurant and/or bar  
 Does the project offer or arrange cleaning or maintenance service for units?
- Does the Project contain any characteristics listed below? (Please check all that apply.)** **N/A**  
 Common Interest Apartment  
 Timeshare/Fractional  
 Live-Work Project  
 Houseboats  
 Assisted Living Facility  
 Multi-Family with a single deed  
 Manufactured Housing  
 Cooperative
- Are all units owned fee simple or leasehold?** **N/A**  
 Fee simple  
 Leasehold

**4. Are the common elements and amenities in the subject's phase complete?**

Yes No

If No — Explain what remains to be completed:

If No — Provide approximate percentage of common area that remains to be completed:

**5. If Project is not complete, is the subject legal phase, or any prior legal phases in which units have been offered for sale, substantially complete and has a Certificate of Occupancy been issued?**

Yes No

If No — When will the phase be completed?

Date the subject phase completed?

Date last phase was completed?

What remains to be completed for the project to be 100% complete?

**6. Are the unit owners in control of the HOA?**

Yes No

If No — What is the anticipated date the Project will be turned over to the unit owners?

If No — When the Project is turned over to the unit owners, does the developer retain ownership in the Project besides unsold units?

Yes

No

If applicable, what will be owned by the developer and how it will be used?

**7. If/when the Project is turned over to the unit owners, does the developer retain ownership in the Project besides unsold units?**

Yes No

If Yes — Please explain what is owned by the developer and how it is used.

**8. Is the HOA or developer involved in any litigation and/or arbitration, including the project being placed in receivership, bankruptcy, deed-in-lieu of foreclosure or foreclosure?**

Yes No

If Yes — Please describe the details and provide documentation and attorney letter relating to the litigation.

**9. Does the Project have any mandatory upfront membership fees for the use of recreational amenities owned by an outside party?**

Yes No

If Yes — Please explain.

**10. Do Project documents give a unit owner or other party priority over rights of the first mortgagee?**

Yes No

If Yes — Please explain.

**11. How many units are over 60 days delinquent on HOA dues or assessments (including REO units)? N/A**

**12. Does commercial space exceed 50%?**

Yes      No

*If Yes — Provide percentage and use of space:*

**13. Does any single entity own more than 20% of the units in the Project?**

Yes      No

*If Yes — Please provide name and number of units owned by each individual/entity.*

**14. Are there any deed or resale restrictions on the Project as a whole, or any individual unit within the Project?**

Yes      No

*If Yes — Please provide an explanation:*

**BUILDING SAFETY, SOUNDNESS, STRUCTURAL INTEGRITY, AND HABITABILITY**

**15. When was the last building inspection by a licensed architect, licensed engineer, or any other building inspector?**

*If inspection was completed within 3 years, a copy of the inspection is to be provided.*

**16. Did the last inspection have any findings related to the safety, soundness, structural integrity, or habitability of the project's building(s)?**

Yes      No

*If Yes — Have the recommended repairs/replacements been completed?*

Yes

No

*If No — What repairs/replacements remain to be completed and what is the timeframe for completion?*

**17. Is the HOA aware of any deficiencies related to the safety, soundness, structural integrity, or habitability of the project's building(s)?**

Yes      No

*If Yes — Please describe the deficiencies.*

*Of these deficiencies, what repairs/replacements remain to be completed and when will they be completed?*

**18. Are there any outstanding violations of jurisdictional requirements related to the safety, soundness, structural integrity, or habitability of the project's building(s)?**

Yes      No

*If Yes — Please explain the violations and provide the notice from the jurisdictional entity, if applicable.*

**19. Is it anticipated the project will have jurisdictional violation(s) in the future?**

Yes      No

*If Yes — Please provide details of the applicable jurisdiction's requirement and the Project's plan to remediate the violation.*

**20. Does the project have a funding plan for its deferred maintenance components/items to be repaired or replaced?**

Yes      No

*If Yes — Please explain.*

**21. Does the project have a schedule for the deferred maintenance components/items to be repaired or replaced?**

Yes      No

*If Yes — Please provide the schedule if there are minimal repairs and/or significant deferred maintenance.*

**22. Has the HOA had a reserve study completed on the project within the past 3 years?**

Yes      No

*If Yes — Please provide if there are minimal repairs and/or significant deferred maintenance.*

**23. What is the total of the current reserve account balance(s)?**

**24. Are there any current and/or planned special assessments unit owners are obligated to pay?**

Yes      No

*If Yes — What is the total amount of the current special assessment(s) and/or total amount of the planned special assessments?*

*If Yes — What are the terms of the current and/or planned special assessment(s)?*

**25. Has the HOA obtained any loan(s) to finance improvements or deferred maintenance?**

Yes      No

*If Yes — Please explain deferred maintenance to be remediated and provide the amount borrowed with terms of repayment.*

**26. Is the subject unit at less 500 square feet?**

Yes      No

**PREPARER CONTACT INFORMATION (HOA REPRESENTATIVE OR OFFICER OF THE ASSOCIATION)**

<b>NAME</b>	<b>PHONE</b>
<b>TITLE</b>	<b>EMAIL</b>
<b>SIGNATURE</b>	<b>DATE</b>