



### **Condominium Questionnaire**

|                  |                             |                         |      |
|------------------|-----------------------------|-------------------------|------|
| Project Name:    |                             |                         |      |
| Project Address: | City:                       | State:                  | Zip: |
| Subject Unit #:  | Subject Unit Legal Phase #: | HOA's Tax ID # / EIN #: |      |

1. Describe the unit sales:

\_\_\_\_\_ Total number of recorded legal phases in project (not construction phases to which builder intends to build)

\_\_\_\_\_ Total number of units in project

\_\_\_\_\_ Total number sold and conveyed to purchasers

a. Show breakdown below:

\_\_\_\_\_ Number of primary homes

\_\_\_\_\_ Number of second homes

\_\_\_\_\_ Number of investor/rented units

\_\_\_\_\_ Number of Developer owned units that are Vacant and currently being marketed for sale

\_\_\_\_\_ Number of Developer owned units rented

2. Is the project a conversion? (if yes, also answer the below)

☐ Yes ☐ No

a. What year was the property converted (date the legal documents were recorded)? \_\_\_\_\_

b. Was it a "Gut Rehabilitation" of a property down to the shell of the structure including replacement of all major mechanical components (i.e. HVAC and electrical components) OR was it a "Non-Gut Rehabilitation" (i.e. painting, new flooring, replacement of cabinets, etc)? \_\_\_\_\_

c. Was an architect/engineer's report (or functional equivalent) originally obtained for the conversion that comments favorably on the structural integrity of the project and the remaining useful life of the major components? ☐ Yes ☐ No

d. Type of original use: \_\_\_\_\_

3. Are all units and facilities complete? (including all amenities and common areas)

☐ Yes ☐ No

a. If no, are all units and facilities in the subject buildings or legal phase substantially complete (including amenities and common areas)? Substantially complete refers to the phase/buildings receiving a certificate of occupancy or functional equivalent but interior of units can be incomplete subject to buyer selection items (complete to drywall).

☐ Yes ☐ No

4. Has control of the HOA been turned over to unit owners?

☐ Yes ☐ No

a. If yes, provide date control was turned over: \_\_\_\_\_

b. If no, what is the anticipated date control will be turned over: \_\_\_\_\_

5. Can the project be expanded beyond its current size?

☐ Yes ☐ No

6. Does any single entity own more than one unit?

☐ Yes ☐ No

a. If yes, provide # of investors \_\_\_\_\_ and # of units each investor owns \_\_\_\_\_

b. Or, are they held as rent stabilized, rent controlled, affordable housing rentals, or faculty housing for higher education? ☐ Yes ☐ No

7. Is the homeowners' association involved in any lawsuits or pending litigation?

☐ Yes ☐ No

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>If yes:</p> <p>a. The Homeowners' Association is the:      <input type="checkbox"/> Plaintiff      <input type="checkbox"/> Defendant</p> <p>b. If the defendant, will the insurance cover?:   <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c. What is the claimed damage(s) amount? _____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <p><b>**If involved in current pending litigation, please attach information regarding the litigation from attorney or HOA.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <p>8. Are any units in the project used for commercial or non-residential use? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p style="padding-left: 20px;">If yes, answer a-d below:</p> <p>a. How many commercial units are there? _____</p> <p>b. What is the total non-residential square footage or percentage of square footage of non-residential space? _____</p> <p>c. What is the total square footage of the project? _____</p> <p>d. Describe the commercial space usage(s): _____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <p>9. Are any units in the project "Live work units" that are used as both residential and commercial? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p style="padding-left: 20px;">a. If yes, provide number of units and type of commercial business: _____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <p>10. Does the HOA own any non-incidental business operations such as a restaurant, health club, or golf course/country club that is not for exclusive use of the unit owners? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p style="padding-left: 20px;">If yes, please provide the budget. _____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <p>11. Are any unit owners (including bank owned units) currently delinquent more than 60 days? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p style="padding-left: 20px;">If yes:</p> <p style="padding-left: 40px;">a. If yes, how many units? _____ Total dollar amount of delinquent dues: _____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <p>12. Does the project have or allow any short-term rentals (less than 30 days)? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p style="padding-left: 20px;">a. If yes please provide a copy of the legal docs for our sub and master association and any amendments, rules and regs, the budget and YTD financials, and please have the HOA/property manager complete these questions:</p> <div style="padding-left: 40px;"> <p>i. If yes, how many units are used as short-term rentals (approximately, answer 0 if none are)? _____</p> <p>ii. Does the property manager and/or the HOAs have a license (or have a designated licensed agent), have a permit to operate, or are registered, as a type of transient housing (e.g., vacation rental license, short term rental registrant, etc.) for the rental of non-HOA owned units? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>iii. Does the project have an optional or mandatory rental-pooling (or similar agreements that restrict the unit owner's ability to occupy the unit for living purposes such as blackout dates or occupancy limits on personal use) to assure an inventory of units for rent on a frequent basis, such as daily, weekly, monthly or seasonally? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>iv. Does the project have a revenue-sharing agreements between unit owners and the HOA, property management, and/or rental operator contracted by the HOA or property management? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>v. Is the project a conversion of a hotel (or a conversion of a similar type of transient housing)? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>vi. Does the HOA receives revenue from, or pays expenses for, hotel type services including but not limited to</p> <div style="padding-left: 20px;"> <p>1. Registration desk services (This includes a project's front desk staff also serving as a vacation rentals employee or assisting with an onsite rental operator's registration desk or any payments received from renting units on a transient basis via the rental registration desk. It does not include any market rate rent paid by a third party for the use of a registration desk)? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>2. A rental registration website/hosting platform? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> </div> </div> |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <p>vii. Does the HOA charge a fee, paid by either the unit owner or the unit owner's transient renters, when a unit is rented on a transient basis (including any surcharge to unit owners who do not elect to rent their units through the HOA's and/or property management's preferred rental operator(s). This does not include any fees charged to reimburse the cost of the wear and tear to the project's facilities and/or Amenities from the transient renters or any fees charged for reviewing the terms of the transient rental contract.)?</p>                                                                                                                                                                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>viii. Does the HOA and/or its management agent, as rental operator or licensed agent, collect and remits required taxes to all applicable jurisdictions (city, county and State) such as transient, short term rental, and/or hotel occupancy taxes as well as sales taxes, excise taxes, etc.?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>ix. Does the HOA provide a designated space (e.g., an HOA-owned unit, an area in the project's lobby or other Common Elements area, etc.) for the operation of an on-site rental operator free of charge to that rental operator?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>x. Are the unit owners required through the Project Documents or other contractual agreement to use a specific rental agency(ies) for their transient rentals?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>xi. Does the entity that manages the Condominium Project also manages its transient rentals (this does not include an entity that has independent divisions for property management and for transient rentals management, the property management division manages the Condominium Project, and unit owners are not mandated to contract with its transient rentals division)?</p>                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>xii. Do the residential units have restrictions on interior decorating that are imposed by the HOA or its management agent?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>xiii. Does the project allow timeshare, fractional or segmented ownership or lock out units?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>13. Does the project allow owners to hold title to multiple units with one deed and/or mortgage?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                          |
| <p>14. Are there any deed or resale restrictions to the unit owners?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p style="margin-left: 20px;">If yes:</p> <p style="margin-left: 20px;">a. Number of resale restricted units _____</p> <p style="margin-left: 20px;">b. What is/are the restriction(s)? _____</p>                                                                                                                                                                                                                                                                                                                                                                                                         |                                                          |
| <p>15. Are the unit owners the sole owners of and have right to the use of the common elements including all buildings, roads, parking and amenities?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                          |
| <p>16. Does the developer have any ownership interest in the project except for interests in unsold units?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p style="margin-left: 20px;">a. If yes, please explain: _____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                          |
| <p>17. Are there any current and/or pending special assessments?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p style="margin-left: 20px;">** If yes, please complete the additional information for special assessments or deferred maintenance at the end.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                          |
| <p>18. Does the project have mandatory upfront or periodic membership fees for the use of recreational amenities, such as country club facilities and golf courses, owned by an outside party (including the developer or builder)?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                          |
| <p>19. Has the HOA/project experienced any financial distress event in the past 36 months?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                          |
| <p>20. Are there any mechanical or structural engineer reports/inspections completed within the last 3 years?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p style="margin-left: 20px;">**If yes, please provide a copy of the report(s)/inspection(s).</p> <p style="margin-left: 20px;">a. Has the project passed/cleared the inspection?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p style="margin-left: 20px;">b. Are the repairs 100% complete?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p style="margin-left: 20px;">c. If the repairs are not complete, please complete the additional information for special assessments or deferred maintenance at the end.</p> |                                                          |

21. To the best of your knowledge, is the HOA aware of any deficiencies OR any outstanding city/town violations of jurisdictional requirements (zoning ordinances, codes, etc.) related to significant water intrusion, the safety, structural integrity, or habitability of the project's building(s) (even if our subject unit is not affected)?

☐ Yes ☐ No

If yes, please complete the additional information for special assessments or deferred maintenance at the end.

22. Are there any adverse environmental factors affecting the project as a whole or as individual units?

☐ Yes ☐ No

a. If yes, please explain: \_\_\_\_\_

23. If a unit is taken over by foreclosure, is the lender liable for more than six months of delinquent HOA dues?

☐ Yes ☐ No

24. Please complete the following information as it pertains to the insurance coverage of the association:

a. Name of Insurance Agent: \_\_\_\_\_

b. Name of Insurance Company: \_\_\_\_\_

c. Telephone Number: \_\_\_\_\_

**Certification: The undersigned certifies that to the best of their knowledge and belief, the information and statements contained on this form and the attachments are true and correct.**

Signature of Association Representative or Preparer:

Printed Name of Association Representative or Preparer:

Title of the Association Representative or Preparer:

Preparer's Company Name:

Preparer's Company Address:

Preparer's Phone Number:

Preparer's E-mail Address:

Date:

### Additional Information for Special Assessments or Deferred Maintenance

If you're unable to answer any of these questions please provide the last 6 months of meeting minutes, YTD Financials, and budget.

**Note this section only needs to be completed if there are any pending or active special assessments, any deficiencies related to the safety, soundness, structural integrity, or habitability of the project's building(s), or if there any outstanding repairs from any mechanical or structural engineering reports/inspections in the last 3 years.**

1. What repairs/replacements remain to be completed?

1.1. When will the repairs/replacements be completed?

**\*\*Provide a copy of the inspection and HOA meeting minutes to document findings and action plan.**

2. Are there any outstanding violations of jurisdictional requirements (zoning ordinances, codes, etc.) related to the safety, soundness, structural integrity, or habitability of the project's building(s)? ☐ Yes ☐ No  
2.1. If yes, provide notice from the applicable jurisdictional entity.

3. Has the HOA had a reserve study completed on the project within the past 3 years? ☐ Yes ☐ No  
3.1. If yes, please provide a copy of the reserve study.

4. Are there any current special assessments? ☐ Yes ☐ No  
4.1. if yes, what is the total amount of the special assessment(s) (total amount of all units combined)?

4.2. What are the terms of the special assessment(s)?

4.3. What is the purpose of the special assessment(s)?

4.4. Subject units monthly Payment:

4.5. How many units if any are > 60 days delinquent on their special assessment payments (enter 0 if none are delinquent)?

5. Are there any planned special assessments that unit owners will be obligated to pay? ☐ Yes ☐ No

5.1. If yes, what will be the total amount of the special assessments? \_\_\_\_\_

5.2. What will be the terms of the special assessments? \_\_\_\_\_

5.3. What will be the purpose of the special assessments? \_\_\_\_\_

Additional Comments:



**Certification of Sales, Occupancy, and Construction Status (ONLY for New Construction)**

**Section I – Sales Status Information**

| Phase # | Number of Units | Number of Units Closed | + | Number of Units Under Contract | = | Total Number Sold |
|---------|-----------------|------------------------|---|--------------------------------|---|-------------------|
|         |                 |                        | + |                                | = |                   |
|         |                 |                        | + |                                | = |                   |
|         |                 |                        | + |                                | = |                   |
|         |                 |                        | + |                                | = |                   |
|         |                 |                        | + |                                | = |                   |
|         |                 |                        | + |                                | = |                   |
|         |                 |                        | + |                                | = |                   |

**Section II – Occupancy Status**

| Phase # | Number of Primary Homes | + | Number of 2 <sup>nd</sup> Homes | + | Number of Investment/Rental Units | = | Total Number of Sold Units |
|---------|-------------------------|---|---------------------------------|---|-----------------------------------|---|----------------------------|
|         |                         | + |                                 | + |                                   | = |                            |
|         |                         | + |                                 | + |                                   | = |                            |
|         |                         | + |                                 | + |                                   | = |                            |
|         |                         | + |                                 | + |                                   | = |                            |
|         |                         | + |                                 | + |                                   | = |                            |
|         |                         | + |                                 | + |                                   | = |                            |
|         |                         | + |                                 | + |                                   | = |                            |

**Section III – Construction Status – UNITS**

| Phase # | <u>Completion Status</u> |                                    |                             | <u>Anticipated Completion Date</u> |                             |
|---------|--------------------------|------------------------------------|-----------------------------|------------------------------------|-----------------------------|
|         | Number of Units Complete | Number of Units Under Construction | Number of Units Not Started | Number of Units Under Construction | Number of Units Not Started |
|         |                          |                                    |                             |                                    |                             |
|         |                          |                                    |                             |                                    |                             |
|         |                          |                                    |                             |                                    |                             |
|         |                          |                                    |                             |                                    |                             |
|         |                          |                                    |                             |                                    |                             |
|         |                          |                                    |                             |                                    |                             |

**Section IV – Subject Unit Building Status**

| Number of Units Complete | Number of Units Under Construction | Number of Units Not Started | Anticipated CO Date for the Building |
|--------------------------|------------------------------------|-----------------------------|--------------------------------------|
|                          |                                    |                             |                                      |

**Section V – Construction Status – RECREATIONAL FACILITIES**

| Phase # | Description of Facility | Percentage Complete | Anticipated Completion Date |
|---------|-------------------------|---------------------|-----------------------------|
|         |                         |                     |                             |
|         |                         |                     |                             |