



Condo Project Questionnaire

Project Name: _____ HOA Name: _____

Subject Address: _____ HOA Tax ID#: _____

1. Complete the following table. "Units for Sale" applies to units currently owned by the developer.

	Entire Project	Subject Phase
A.) Total # of Units		
B.) # of Units for Sale		
C.) # of Units Sold and Closed		
D.) # Owner Occupied Units		
E.) # Second Home Units		
F.) # Investors-Owned Units		
G.) # Developer-Owned Units		
H.) # HOA-Owned Units		

*Rows D-H above must equal the total number of units (Row A).

2. Is the project 100% complete, including construction or renovation of units, common elements, and shared amenities for all project phases? Yes ___ No ___
3. Has the developer transferred control of the HOA to the unit owners? Yes ___ No ___
 - a. If yes, date transferred _____ If no, estimated date of transfer will occur _____
 - b. Monthly HOA dues range from \$ _____ to \$ _____
4. Is the project a conversion? Yes ___ No ___
 - a. If yes, what year was the conversion? _____
 - b. If yes, was it a full gut conversion (down to the studs)? Yes ___ No ___
5. What is the maximum number of units owned by a single entity? _____
 - a. If a single entity owns more than 20% of units, supply the following information:
 - i. Is the entity current on HOA dues? Yes ___ No ___
 - ii. If yes, is the subject unit one of the units owned by a single entity? Yes ___ No ___
 - iii. If yes, is the single entity current on HOA dues? Yes ___ No ___
 - iv. If yes, are there any current or planned special assessments within the next 12 months? Yes ___ No ___
6. Is the HOA involved in any active or pending litigation? Yes ___ No ___
 - a. If yes, is the litigation relating to matters other than collection of outstanding HOA dues? Yes ___ No ___
 - i. If yes, for all other matters, please supply filed complaint with narrative detailing the current status of the suit.
7. Is the project on leased land? Yes ___ No ___
8. How many units are 60+ days delinquent on HOA dues? _____
 - a. Is the subject unit one of the delinquent units? Yes ___ No ___
9. Are there any adverse environmental factors affecting the project as a whole? Yes ___ No ___
 - a. If yes, please explain _____
10. Does the project have any hotel/motel/resort activities, mandatory or voluntary rental-pooling arrangements, or other restrictions on the unit owner's ability to occupy their unit? Yes ___ No ___
11. Are there any restrictions on transferability of title that affect future sales? (i.e., age restriction, right of first refusal, low/moderate income units) Yes ___ No ___
 - a. What restrictions apply? _____
 - b. If yes, is the subject unit impacted? Yes ___ No ___
12. Is the project subject to a master association? Yes ___ No ___



- 13. Do the unit owners have sole ownership interest and the right to use the projects amenities, facilities, and common areas? Yes___ No___
- 14. For how many months is the lender liable for delinquent assessments in the event of foreclosure or deed-in-lieu of foreclosure? 0-6 Months _____ 7-12 months _____ 12+ months _____
- 15. Are there any current or planned special assessments? Yes___ No___
 - a. If yes, supply details (reason, total amount, amount per unit, and duration):

- 16. Are all repairs affecting safety, soundness, and structural integrity complete? Yes___ No___
 - a. If no, supply the schedule of repairs or responses to the following questions
 - i. What repairs are outstanding? _____
 - ii. When are the repairs expected to be completed? _____
- 17. Is any part of the project used for commercial/non-residential purposes? Yes___ No___
 - a. If yes, list the percentage and nature of the commercial space:

- 18. What is the minimum number of days required for notice regarding cancellation of or changes to insurance coverage? _____
- 19. Is the HOA professionally managed? Yes___ No___
 - a. If yes, Managing Agent Name _____ Phone Number _____
Address _____ City _____ Zip Code _____
- 20. Supply the project's insurance agent name and phone number:
Name _____ Phone Number _____

For projects consisting of 21 or more units:

- 21. What is the balance of the reserve fund? (A current balance sheet can be supplied) \$ _____
- 22. Does the bank send copies of monthly bank statements directly to the HOA **AND** the HOA maintain separate accounts for the operating and reserve fund? Yes___ No___
- 23. Does the management company maintain separate records and bank accounts for each HOA that uses its service **AND** the management company does not have authority to draw checks on, or transfer funds from, the HOA's reserve account? Yes___ No___
- 24. Are two HOA board members required to sign any check written on the reserve account? Yes___ No___

Certification

This form was completed by the undersigned representative of the HOA to the best of his/her knowledge as of the date printed below:

Name: _____ Date: _____

Signature: _____ Title: _____

Company Name: _____ Phone #: _____

Email Address: _____

HOA Website: _____



Condominium Project Questionnaire Addendum

This addendum is applicable to both condominium and cooperative projects. It must be completed by an authorized representative of the HOA/Cooperative Corporation. Questions 1-2 below are **NOT** requesting HOA/Management Company to provide independent evaluation of structural safety/soundness. Please provide responses based on the results from the most recent inspection report.

Responses should be based on your current knowledge of the project. If answers are not provided to the questions below, please provide the most recent 6 months of meeting minutes or Reserve Study completed within the last 36 months.

Project Information

Project Name: _____

Project Address: _____

Building Safety, Soundness, Structural Integrity, and Habitability

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

2. Did the last inspection have any findings related to the safety, soundness, structural integrity, or habitability of the project's building(s) Yes___ No___
 - a. If Yes, have recommended repairs/replacements been completed? Yes___ No___
 - b. If the repairs/replacements have not been completed,
 - i. What repairs/replacements remain to be completed? _____
 - ii. When will the repairs/replacements be completed? _____

Provide a copy of the inspection and HOA or cooperative board meeting minutes to document findings and action plan.

3. Is the HOA/Cooperative Corporation aware of any deficiencies related to the safety, soundness, structural integrity, or habitability of the project's building(s)? Yes___ No___
 - a. If yes, what are the deficiencies? _____
 - b. Of these deficiencies, what repairs/replacements remain to be completed? _____
 - c. Of these deficiencies, when will the repairs/replacements be completed? _____
4. 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___
 - a. If yes, provide notice from the applicable jurisdictional entity: _____
5. Is it anticipated the project will, in the future, have such violation(s)? Yes___ No___
 - a. If yes, provide details of the applicable jurisdiction's requirement and the project's plan to remediate the violation. _____
6. Does the project have a funding plan for its deferred maintenance components/items to be repaired or replaced? Yes___ No___
7. Does the project have a schedule for the deferred maintenance components/items to be repaired or replaced? Yes___ No___
 - a. If yes, provide the schedule: _____
8. Has the HOA/Cooperative Corporation has a reserve study completed on the project within the past 3 years? Yes___ No___
9. What is the total of the current reserve account balance(s)? \$ _____



10. Are there any current special assessments unit owners/cooperative shareholders are obligated to pay? Yes ___

No ___

a. If yes:

i. What is the total amount of the special assessment(s)? \$ _____

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

iii. What is the purpose of the special assessments? _____

11. Are there any planned special assessments that unit owners/cooperative shareholders will be obligated to pay?

Yes ___ No ___

a. If yes:

i. What will be the total amount of the special assessments? \$ _____

ii. What will be the terms of the special assessments? _____

iii. What will be the purpose of the special assessments? _____

12. Has the HOA obtained any loans to finance improvements or deferred maintenance? Yes ___ No ___

a. Amount borrowed? \$ _____

b. Terms of repayment? _____

c. Why was the loan secured? If for repairs, what was the catalyst—is it normal wear and tear, or was there an incident? _____

d. When are the repairs expected to be completed and are any residents expected to be displaced as a result? _____

Additional Comments:

Multiple horizontal lines for writing additional comments.



Last Reviewed: 11-2-2022

Contact Information:

Name of Preparer: _____

Title of Preparer: _____

Preparer's Phone: _____

Preparer's Email Address: _____

Preparer's Company Name: _____

Preparer's Company Address: _____

Date Completed: _____