



Loan Number _____

Applicant Name _____

Unit Number _____

Dear Association Representative:

In order to offer a mortgage to your member, and also for future purchasers in your project, we ask for your assistance. Please help us by completing and returning this form at your earliest convenience. Any officer of your association or management firm may respond. Completion of this form does not create any legal liability on the part of the preparer. This information is presented on behalf of the Home Owner's Association (HOA).

LEGAL NAME OF PROJECT

Address _____

City, State, Zip _____

State _____

Zip Code _____

County _____

Size (square feet) _____

Year Built/Converted _____

Number of Buildings _____

Number of Floors _____

Number of Units _____

Total Size (Square feet) _____

Number of Units Sold _____

Number of Units Conveyed _____

Owner Occupied _____

Second Home _____

Investor _____

Unit's monthly HOA dues _____

Number of 30 day delinquent units _____

Amount _____

PROJECT INFORMATION

- 1. Is the project completed, including any commercial space, more than 5 units and 90% of units are conveyed to unit purchasers? YES NO
- 2. Have the unit owners taken control of the HOA? (If still in the hands of the HOA) YES NO Turnover Date
- 3. Does the project have a Fannie Mae PERS approval? YES NO
- 4. Is the project a conversion of an existing building? YES NO Conversion Date
- 5. Is the project subject to additional phasing YES NO
- 6. Does any entity own more than 2 units? YES NO If yes, provide list.
- 7. Does the project have commercial space > 25% of total area? YES NO
- Commercial Square Footage _____ Describe commercial space _____
- 8. Is there a hotel at the same address or within the project? YES NO
- 9. Does the project allow rentals less than 30 days or operation as a Condotel? YES NO
- 10. Is there a reservation desk? YES NO Maid Service? YES NO
- 11. Is the project subject to any timesharing agreement? YES NO
- 12. Title is held: _____ Fee simple _____ or Leasehold _____ (If leasehold provide copy of lease)
- 13. Are the units taxed individually? YES NO
- 14. Are there any foreclosed units within the project? YES NO If yes, number
- 15. Does zoning prohibit the condominium from being reconstructed "as is" in the event of destruction? YES NO





LEGAL

16. Is the Condo project or HOA involved in any current or pending litigation? YES NO

Description:

Please describe the potential liability:

17. Are there Judgments or Mechanics Liens filed against the project or HOA? YES NO

18. If a unit is taken over by foreclosure, is the lender liable for more than six months of delinquent HOA dues? YES NO

19. Are there any deed or resale restrictions? YES NO

If yes, please explain:

20. If the project is located in New York or New Jersey, are any of the units rent controlled or rent stabilized units? YES NO

If yes, how many units?

Who is the owner of the rent controlled units?

What is the number of rent controlled/rent stabilized units available for sale?

21. Does the HOA maintain separate bank accounts for the working account and the reserve account each with appropriate access controls and in which funds are deposited sends copies of the monthly bank statements directly to the HOA? YES NO

FINANCE

22. Are there loans outstanding to the project? YES NO

Lender: Mortgage Balance: Monthly Payment:

23. Are there any current special budget assessments? YES NO

Describe:

24. Does the HOA maintain a separate reserve account for capital expenditures and maintenance? YES NO Current Balance:

25. If the project is managed by a management company, does the management company maintain separate records and bank accounts for each HOA that uses its services, and the management company does not have the authority to draw checks on, or transfer funds from, the HOA reserve account? YES NO

26. Does the HOA require two members of the Board of Director's to sign any checks written on the reserve account? YES NO

INSURANCE

27. Does the Association carry Fannie Mae compliant Flood Insurance? YES NO

28. Does the Association have Fidelity Bond Coverage? YES NO

29. Does the Association have General Liability Insurance? YES NO

30. Does the Association have Earthquake Insurance? YES NO

31. Does the Association have 100% replacement coverage on the building? YES NO

32. Is the deductible greater than 5%? YES NO

33. Does the Association carry Umbrella/Excess liability? YES NO

Please provide us with a copy of the current year's operating budget and reserves for the Association and complete copy of the financial for the past 2 years.

Name / Email / Telephone of insurance agency covering this project

The project is managed by: Professional Agent / Unit Owners / Developer

Company Name / Address / Main Telephone

I hereby certify that to the best of my knowledge the above is true and correct.

Telephone Number

Date

Contact Name/Title

Contact Email

Signature

