



## Condominium Project Questionnaire Full Review Form

Project Legal Name	
HOA Tax ID#	
Name of Master or Umbrella Association (if applicable)	
Property Address	

### Project Eligibility

1. Does the project operate as a hotel, motel, or resort; renting units on a daily basis? Yes ☐ No ☐
2. Does the project have mandatory or voluntary rental-pooling arrangements? Yes ☐ No ☐
3. Does the project have non-real estate property such as houseboats? Yes ☐ No ☐
4. Does the project have any manufactured homes? Yes ☐ No ☐
5. Does the project have any multi-dwelling units (including lockout units)? Yes ☐ No ☐
6. Is the project a timeshare or a segmented ownership? Yes ☐ No ☐
7. Does the project have any live-work units? Yes ☐ No ☐
8. Does the project have supportive or continuing care for seniors or for residents with disabilities? Yes ☐ No ☐
9. Does the project have any age or resale deed restrictions? Yes ☐ No ☐  
If yes, provide details. \_\_\_\_\_
10. Is the HOA currently involved in any litigation, mediation, or arbitration? Yes ☐ No ☐  
If yes, explain and provide documentation (i.e. complaint, attorney letter, and/or HOA letter).
11. Do the unit owners have sole ownership and rights to use the project amenities and common areas? Yes ☐ No ☐
12. Does the project have mandatory fee-based memberships for use of recreational amenities or services, such as county club facilities and golf courses, owned by an outside party? Yes ☐ No ☐
13. Does the HOA own non-incidental business operations such as a restaurant, spa, health club, etc.? Yes ☐ No ☐
  - a. If yes, does the HOA receive more than 10% of its budgeted income related to active ownership and/or operation of amenities or services available to unit owners and the general public? Yes ☐ No ☐
  - b. If yes, does the HOA receive more than 15% of its budgeted income from:
    - Income for the use or recreational amenities or services owned by the HOA for the exclusive use by unit owners in the project or leased to another project according to a shared amenities agreement, or
    - Income from the leasing of units in the project acquired by the HOA through foreclosureYes ☐ No ☐



14. Is any part of the project used for commercial or non-residential purposes? Yes \_\_\_\_ No \_\_\_\_  
If yes, complete the following:

Type of Commercial or Non-Residential Use	Name of Owner or Tenant	Number of Units	Square Footage	% Square Footage of Total Project Square Footage

15. (New Project Only) Are there any financing structures being offered, such as builder/developer contributions, sales concessions, HOA assessments, or principal and interest payment abatements? Yes \_\_\_\_ No \_\_\_\_

#### Project Completion Information

16. Are all units, common elements and amenities complete for all project phases? Yes \_\_\_\_ No \_\_\_\_  
If no, complete the following:
- Is the project legally phased? Yes \_\_\_\_ No \_\_\_\_
  - Are all planned amenities and common facilities fully complete? Yes \_\_\_\_ No \_\_\_\_
  - How many phases have been completed? \_\_\_\_\_
17. Is the project subject to additional phasing or annexation? Yes \_\_\_\_ No \_\_\_\_
18. Has the developer transferred control of the HOA to the unit owners? Yes \_\_\_\_ No \_\_\_\_  
If yes, provide date transferred. \_\_\_\_\_
19. Is the project a conversion of an existing building? Yes \_\_\_\_ No \_\_\_\_  
If yes, complete the following:
- When was conversion completed? \_\_\_\_\_
  - Was the conversion a full gut or non-gut rehab? \_\_\_\_\_
  - What was the original occupancy use/purpose? \_\_\_\_\_

#### Ownership & Other Information

20. a. Total # of legal phases in project \_\_\_\_\_ a. Subject property is located in phase # \_\_\_\_\_  
b. Total # of units in project \_\_\_\_\_ b. Total # of units in subject phase \_\_\_\_\_  
c. Total # of units sold & closed in project \_\_\_\_\_ c. Total # of units sold & closed in subject phase \_\_\_\_\_  
d. Total # of units under contract in project \_\_\_\_\_ d. Total # of units under contract in subject phase \_\_\_\_\_  
e. Total # of units rented by developer in project \_\_\_\_\_ e. Total # of units rented by developer in subject phase \_\_\_\_\_
21. Breakdown of combined total of units sold/closed and under contract **in project:** \_\_\_\_\_ Breakdown of combined total of units sold/closed and under contract **in subject phase:** \_\_\_\_\_  
a. Primary Residence \_\_\_\_\_ a. Primary Residence \_\_\_\_\_  
b. Second Home \_\_\_\_\_ b. Second Home \_\_\_\_\_  
c. Investment Property \_\_\_\_\_ c. Investment Property \_\_\_\_\_
22. Does any single entity (same individual, investor group, partnership or corporation with the exception of the developer on new construction) own more than the following total number of units in the project?  
• Projects with 5 to 20 units – 2 units  
• Projects with 21 or more units – 20% Yes \_\_\_\_ No \_\_\_\_

#### Financial Information & Controls



23. How many units are 60 or more days delinquent on common expense assessments? \_\_\_\_\_
24. What is the monthly HOA due for subject unit? \$ \_\_\_\_\_
25. Are there any pending special assessments? Yes \_\_\_\_ No \_\_\_\_  
If yes, provide details. \_\_\_\_\_
26. If a unit is taken over in foreclosure, is the mortgagee (lender) responsible for paying delinquent HOA dues? Yes \_\_\_\_ No \_\_\_\_  
If yes, for how long is the mortgagee responsible for paying HOA dues? (*select one*)  
\_\_\_\_ 1 to 6 months \_\_\_\_ 7+ months
27. Does HOA maintain separate accounts for operating and reserve funds? Yes \_\_\_\_ No \_\_\_\_
28. Are monthly bank statements sent directly to the HOA? Yes \_\_\_\_ No \_\_\_\_
29. Are two or more board members required to authorize disbursements from the reserve account? Yes \_\_\_\_ No \_\_\_\_
30. Is the project managed by a management company? Yes \_\_\_\_ No \_\_\_\_  
If yes, complete the following:
- a. Does the management company maintain separate records and bank accounts for each HOA that uses its services? Yes \_\_\_\_ No \_\_\_\_
- b. Does the management company have the authority to disburse funds from the reserve account without board approval? Yes \_\_\_\_ No \_\_\_\_

Contact Information	
Name of Preparer	
Title of Preparer	
Preparer's Company Name	
Preparer's Company Address	
Preparer's Phone Number	
Preparer's Email Address	

*I, the undersigned, certify that to the best of my knowledge the information and statements contained on this form and the attachments are true and accurate.*

\_\_\_\_\_  
Signature of Preparer

\_\_\_\_\_  
Date of Completion