

To be completed by the HOA's Management Company, Property Manager or a member of the HOA Board.

If you have any questions regarding this form, please contact the individual who provided it to you.

A. General Project Information

Legal Project Name (per Declaration or CC&R's):		
HOA Name (per Articles of Incorporation):		
Master Association Name (if applicable):		
Project Street Address:		
Project City:	State:	Zip Code:
HOA Tax Identification No. (TIN):		

B. Project Unit & Phase Information

Subject Phase Info	Phase #	Entire Project Info if <u>100% Complete</u>		Entire Project Info if <u>NOT Complete</u>	
No. Units in Phase		Total No. of Phases		Total No. of Planned Phases	
No. Units Completed in Phase		Total No. of Units in Project		Total No. of Planned Units	
No. Units for Sale in Phase		No. Units for Sale in Project		No. Units for Sale in Project	
No. Units Sold & Under Contract		No. Units Sold from Developer		No. Units Sold from Developer	
No. Units Rented		No. Units Rented		No. Units Rented	
No. Units Primary Residences		No. Units Primary Residences		No. Units Primary Residences	
No. Units 2nd Homes		No. Units 2nd Homes		No. Units 2nd Homes	

C. Project Completion Information

1. Is the project subject to any additional Units, Buildings, Phases, or Annexation of Property? 1.a. If YES, how many additional units are left to be constructed? _____	Yes	No
2. Are the Unit Owners in control of the HOA? 2.a. If YES, what was the date control was transferred? _____ 2.b. If NO, what is the <i>expected</i> date of turnover? _____	Yes	No
3. Are all units, amenities, and common areas within the entire project 100% complete?	Yes	No
4. Have at least 90% of the total units in the project been sold & conveyed to unit owners <i>other than</i> the Developer? 4.a. If NO, have at least 75% of the total units been conveyed?	Yes	No

****FYI: If #1 above is answered YES, OR #2, #3, or #4 is answered NO, the project is a "NEW Project", and Section H must be completed****

D. Limited Review – Required Information

1. Does any one person or entity own more than one unit in the project? **If YES, complete the table below OR attach a separate list.	Yes	No																								
<table border="1"> <thead> <tr> <th>Owner Name(s)</th> <th># Units Owned</th> <th>Dues Current?</th> <th>Owner Name(s)</th> <th># Units Owned</th> <th>Dues Current?</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Owner Name(s)	# Units Owned	Dues Current?	Owner Name(s)	# Units Owned	Dues Current?																				
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2. Are units owned as Fee Simple (not on leased land)? 2.a. If NO, provide a copy of the current Lease Agreement & provide the expiration date: _____	Yes	No																								
3. Is the HOA the sole owner of, and does it have exclusive rights to the project as a whole, including any facilities, amenities & common areas? ("HOA" refers to the units' owners collectively)	Yes	No																								
4. Do the project legal documents include Resale Restrictions which would limit the free transferability of title? [Example: Right of First Refusal, Age Restrictions (55+ Communities), Income/Sale Price Restrictions, etc.] 4.a. If YES, please explain: _____	Yes	No																								
5. Is the HOA / Developer / Sponsor involved in any active or pending Litigation related to safety, structural soundness, habitability, or functional use of the project (aka construction defects)? **If YES, provide documentation from the HOA's attorney (i.e., copy of lawsuit, attorney status letter, etc.)	Yes	No																								
6. Is the HOA involved in any active or pending Litigation <i>other than</i> foreclosure activity or past due assessment liens? **If YES, provide documentation from the HOA's attorney (i.e., copy of lawsuit, atty status letter, etc.)	Yes	No																								

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E. Characteristics of Ineligible Projects		
1. Does this project, in any way, restrict a unit owner's ability to occupy the unit OR <i>require</i> the units to be included in a <u>mandatory</u> rental pool (meaning unit owners are required to list their units for rent)?	Yes	No
2. Does the project have a <u>voluntary</u> rental pool?	Yes	No
3. Does this project include any of the following: Time-Shares or Fractional/Segmented/Split Ownership Units?	Yes	No
4. Is this project considered to be a "Common Interest Apartment" or a "Community Apartment" where <u>the HOA owns the units collectively rather than each owner holding title individually to their specific unit</u> ?	Yes	No
5. Does the HOA have any <u>mandatory</u> fee-based memberships for the use of project amenities or services, such as county club facilities or golf course, <u>owned by an outside party</u> (including the builder or developer)? 5.a. If YES, please describe & provide the amount: _____	Yes	No
6. Are any units in this project rented for <u>less than</u> 30 days? 6.a. If YES, how many units? _____	Yes	No
7. Is there a Hotel or Motel located at the same address, in the same building as the units, or within the project?	Yes	No
8. Does the project provide any of the following amenities or services such as, but not limited to on-site check-in, registration desk, central telephone system, daily cleaning services, room service, central key system, etc. 8.a. If YES, please explain which services: _____	Yes	No
9. Does the project include any of the following non-real estate items: houseboats, boat slips/docks, cabanas, etc.? 9.a. If YES, please describe: _____	Yes	No
10. Does any part of this project operate as a Continuing Care Community or Assisted Living Facility?	Yes	No
11. Does the HOA own or operate a business? (i.e. a restaurant, spa, health club, golf club, etc.) 11.a. If YES, describe the business type/operations? _____ 11.b. If YES, is the business open <u>only</u> to the unit owners? 11.c. If YES, does the business income make up <u>more than 10%</u> of the annual budgeted income?	Yes Yes Yes	No No No
12. Are there any "Live-Work Units" in the project (unit owners are permitted to operate a small business from the residential unit)? 12.a. If YES, how many units fall into this category? _____	Yes	No
13. If a lender/mortgagee acquires a unit due to foreclosure or deed-in-lieu of foreclosure, is that lender/mortgagee responsible for paying any delinquent HOA assessments/dues/common expenses? 13.a. If YES, for how long? 1-6 months 7-12 months More than 12 months	Yes	No
14. Does this project include or allow Multi-Dwelling Units? [a single legal unit that is sub-divided into/being used as multiple residential dwellings within the single legal unit]	Yes	No
15. Are there any Commercial units included in this project or located in the same building(s) as the residential unit? 15.a. If YES, describe the commercial units (i.e., retail, offices, restaurant, etc.) _____ 15.b. If YES, what is the <i>total square footage</i> of the project (residential & commercial)? _____ 15.c. If YES, what is the amount of square footage designated as Commercial use? _____	Yes	No
16. Are there any Manufactured Homes in this project?	Yes	No

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F. Special Assessments		
1. Is there a current Special Assessment affecting the unit owners in this project? *If YES, complete 1.a.-1.g. below:	Yes	No
1.a. Purpose of the assessment: _____		
1.b. What is the total amount being assessed to <u>ALL</u> unit owners, collectively ?	\$ _____	
1.c. What is the balance due for the subject unit ?	\$ _____	
1.d. Explain the owner's repayment terms: _____		
1.e. How many units are currently past due on the Special Assessment by 60 days or more ?	_____	
1.f. Are the funds from the Special Assessment being used to pay for REPAIRS in the project? *If YES, describe the specific repairs: _____	Yes	No
1.g. Are any of the repairs related to maintenance that has been <u>deferred</u> for any reason? *If YES, WHY was the maintenance deferred? _____	Yes	No
1.h. Do any repairs relate to or impact the safety, soundness, structural integrity, or habitability of the project?	Yes	No
1.i. Whether for repairs or just optional project improvements/upgrades, is the work 100% complete? *If NO , what is the expected date of completion? _____	Yes	No

G. Newly Converted / Rehabilitated Projects		
1. Was the project created through the conversion of an existing building(s) that was previously used as apartments, hotel/resort, industrial warehouse, retail, office, other commercial building, etc.)? *If YES, complete 1.a-1.g. below:	Yes	No
1.a. What year was the property originally built?	_____	
1.b. What year was the conversion to condominium completed?	_____	
1.c. Was the conversion a Full-Gut Rehabilitation of the existing structure(s), including replacement of all major Mechanical components?	Yes	No
1.d. Does the report from the licensed engineer indicate the project is structurally sound, and that the condition & Remaining useful life of the project's major components are sufficient?	Yes	No
1.e. Are all repairs affecting safety, soundness, and structural integrity complete?	Yes	No
1.f. Are replacement reserves allocated for capital improvements?	Yes	No
1.g. Are the project's reserves sufficient to fund the improvements?	Yes	No

H. New Project Review		N/A – Project meets Agency definition of Established	
1. In what legal Phase is the subject unit located?	_____		
2. Are <u>ALL</u> units within the Subject's Legal Phase substantially complete <i>accept for buyer selections/options</i> such as appliances, flooring, and/or paint? 2.a. If NO , what is the expected date of completion? _____	Yes	No	
3. Are all <u>previous</u> phases (phases started prior to the subject phase) substantially complete within the project? (<i>Only choose "N/A" if the subject unit is in Phase 1 or this is a single-phase project.</i>)	NA	Yes	No
4. How many units are currently substantially completed in the entire project?	_____		
5. What was the date the first unit was <i>conveyed</i> to a purchaser?	_____		
6. Will the Developer sell all units within the project upon completion? 6.a. If NO , how many units will the Developer retain upon project completion? _____	Yes	No	
7. Is the Builder/Developer/Seller offering any of the following Concessions: Builder contributions, sales concessions, HOA assessments, principal & interest payments, etc.?	Yes	No	

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I. Building Safety, Soundness, Structural Integrity, and Habitability		
1. Is the project in need of any Critical Repairs? (Examples: plumbing systems; electrical systems; HVAC; mold and/or water leaks/intrusions; advanced physical deterioration; elevators; foundation issues; parking structures; stairwells, balconies, or decks that need to be replaced/repaired; etc.) 1.a. If YES, describe or attach document: _____	Yes	No
1.b. If YES, will the needed repairs cost <i>more than \$10,000 per unit</i>?	Yes	No
1.c. If YES, does the HOA have a plan to pay for the repairs? (If YES, indicate how below.) _____ Reserve Acct. _____ Loan _____ Special Assessment _____ Other: _____	Yes	No
2. Is the HOA or Management Company aware of any adverse Environmental Factors/Conditions that <u>negatively impact the safety, soundness, structural integrity, or habitability</u> of the project? 2.a. If YES, explain the issue(s) and provide supporting documentation: _____	Yes	No
2.b. Does the HOA have a funding plan in place to remediate the Environmental issues? 2.c. If YES, explain how: _____	Yes	No
3. Is the HOA or Management Company aware of any project-wide Deferred Maintenance/Deficiencies that <u>negatively impact(s) the safety, soundness, structural integrity, or habitability</u> of the project? 3.a. If YES, explain and provide supporting documentation (i.e., architect/engineer reports, inspections, etc.): _____	Yes	No
3.b. Has the HOA developed a maintenance schedule to address/repair items that have been deferred? **If YES, provide a copy with this completed form.	Yes	No
3.c. Does the HOA have a funding plan in place to remediate the Deferred Maintenance? 3.d. If YES, explain how: _____	Yes	No
4. Is the HOA or Management Company aware of any outstanding City/County/State/Code Violations of jurisdictional requirements related to the <u>safety, soundness, structural integrity, or habitability</u> of the project? 4.a. If YES, explain and provide supporting documentation (i.e., inspections, notices of building code violations, Fines or liens from local building authority, etc.): _____ 4.b. Please describe the HOA's plan to remediate the Violation(s)? _____	Yes	No
4.c. Does the HOA have a funding plan in place to remediate the Violation(s)? 4.d. If YES, explain how: _____	Yes	No
5. What is the date of the last building inspection by a licensed architect, engineer, reserve study expert, or other building inspector? <i>*If dated within the last three (3) years, provide a copy with this completed form.</i> 	_____	
5.a. Did the inspection reveal any findings related to the safety, soundness, structural integrity, or habitability of the project's buildings? *If YES, please provide a copy with this completed form.	Yes	No
5.b. If YES, have the recommended repairs/replacements been completed? 5.c. If the repairs/replacements have NOT been completed, describe what remains to be completed: _____ 5.d. If the repairs/replacements have NOT been completed what is the expected date of completion: _____	Yes	No
6. Is there an existing Evacuation Order for any building (partial or total), in place for the project due to unsafe conditions? 6.a. If YES, please explain and provide documentation: _____	Yes	No

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Full Review – Required Information			
1. Provide the range of the amount of Monthly HOA Dues/Assessments:	\$ _____	\$ _____	
2. How many units are currently past due on their monthly assessments by 60 days or more ?			
3. Is the project managed by a professional Management Company?		Yes	No
4. Is the subject unit part of a legally established condominium project in which any Common Areas are jointly owned by the unit owners/HOA (meaning unit owners have an undivided ownership interest in and to the common areas)? *If NO, provide a copy of the lease agreement for the common areas.		Yes	No
5. Are the Amenities and/or Recreational Facilities <u>owned</u> by the HOA? (Mark N/A if no amenities or recreational facilities exist.) 5.a. If NO, provide a copy of the lease agreement for the common areas.	NA	Yes	No
6. Is this HOA part of a larger Master Association? 6.a. If YES, provide name of Master Association: _____ 6.b. Master Association managed by: _____ 6.c. Amount of additional dues paid by unit owners to Master Assoc.: \$ _____ How often? _____		Yes	No
7. Are the units separately metered for utilities? 7.a. If YES, which utilities are separately metered? _____		Yes	No
8. Does the project have a central heating and/or cooling system which centrally produces heat/air for the entire building <i>including the individual units</i> ? **If YES, the HOA is required to maintain Steam Boiler/Machinery/Equipment Breakdown Insurance**		Yes	No
9. Does the HOA maintain a Reserve Account/Fund separate from its Operating Account/Fund? 9.a. If YES, what is the current balance of the Reserve Account? \$ _____		Yes	No
10. Does the HOA receive any income from Commercial sources? 10.a. If YES, please explain: _____		Yes	No
11. Are bank statements sent directly to the HOA/an HOA Board Member OR does at least one Board Member have online access to monitor banking activity?		Yes	No
12. Are two Board Members required to sign checks written from the Reserve Account OR is the Management Co. at least required to obtain Board approval prior to writing a check or transferring funds from the Reserve Account?		Yes	No
13. Does the Management Company maintain separate records and bank accounts for each HOA it manages? (N/A should be only marked if the HOA is self-managed.)	NA	Yes	No
14. Has the HOA experienced a <u>Final Distress Event</u> within the last 36 months? (i.e., sought protection under bankruptcy laws; been placed into receivership (mandated or voluntary); been subject to foreclosure or any seizure of assets by creditors; or offered a Deed-in-Lieu (DIL) of Foreclosure)		Yes	No
15. Does the HOA have a Reserve Study completed within the last three (3) years? *If YES, provide a copy with this completed form		Yes	No

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HOA Insurance Company / Agency – Contact Information	
Insurance Agency/Company Name:	
Agent Name or Contact Person:	
Agency Phone No.:	
Agent/Contact Email Address:	

The undersigned hereby certifies that to the best of his/her knowledge, the information and statements contained in this form, and any attachments, are true and accurate.

Certification / Signature	
Preparer's Printed Name:	
Preparer's Title:	
Preparer's Phone Number:	
Preparer's Email Address:	
Management Co. Name (if applicable):	
Property Manager's Name: (if different from preparer)	
Property Manager's Phone Number:	
Property Manager's Email Address:	
Date Completed:	
Preparer's Signature: (digital signatures accepted)	

****REMINDER****

Please provide/include copies of any inspections, lawsuits or litigation documentation, reserve studies, engineer's reports, etc. as applicable when returning this form.