



Homeowner's Association Questionnaire

Borrower(s) _____ Date _____

Project Name / Unit Phase _____ Loan # _____

Property Address _____

Contact Information		
Homeowner Association Name: _____ Address: _____ _____ Phone #: _____	Management Company (if applicable) Name: _____ Address: _____ _____ Phone #: _____	
Master Insurance Carrier Name: _____ Address: _____ _____ Phone #: _____	Developer (if applicable) Name: _____ Address: _____ _____ Phone #: _____	
Project	Phase	
1 Year project was built: _____ Total # of phases in project: _____ Total # of units in project: _____	Subject property located in phase: _____ Total # of units in subject phase: _____	
2 # of units sold and conveyed in project: _____ # of units under contract in project (new construction only): _____	# of units sold and conveyed in subject phase (new construction only): _____ # of units under contract in subject phase: _____	
3 Provide breakdown of total units in project: <ul style="list-style-type: none"> • Primary residences: _____ • Second/vacation homes: _____ • Investor units: _____ • Retained by developer: _____ Will developer sell units or maintain? (new construction only): _____	Provide breakdown of total units in project: <ul style="list-style-type: none"> • Primary residences: _____ • Second/vacation homes: _____ • Investor units: _____ • Retained by developer: _____ Will developer sell units or maintain? (new construction only): _____	
4	What are the monthly HOA dues for the subject property unit?	\$ _____
5	Does any one person own more than 10% of the total project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	What percentage of units are more than 1 month delinquent on HOA dues?	_____ %
7	Are all units, common elements, and recreational facilities completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Are all units fee simple?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Do the unit owners have sole ownership rights to the use of the project's facilities, common elements, and limited common elements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Does project operate like a hotel – is there a rental desk, cleaning service, restaurant, etc?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Is the project an apartment conversion? • If YES , what is the conversion date? (month/year) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
12	Is the building higher than four stories, not including underground parking? • If YES , how many stories is it? _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
13	Is there any pending litigation involving the homeowner's association or developer?	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<ul style="list-style-type: none"> If YES, provide details regarding the litigation and include supporting documentation and attorney's opinion letter. 	
14	Are the unit owners in control of the HOA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15	Is there more than one association for the project, such as a master or umbrella association? <ul style="list-style-type: none"> If YES, provide the legal names of all associations. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
16	Have there been any special assessments in the past year? <ul style="list-style-type: none"> If YES, describe the nature of the assessment and the cost per unit. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
17	Are there any scheduled special assessments in the future? <ul style="list-style-type: none"> If YES, describe the nature of the assessment and the cost per unit. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
18	Does the HOA waive its right of first refusal to the sale, lease, or transfer of a unit in case of foreclosure or deed in lieu?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19	Is the unit subject to any resale restrictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
20	Is the unit subject to any timeshare arrangements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
21	Does the project contain commercial space? <ul style="list-style-type: none"> If YES, what percentage of the total square footage is used for commercial purposes? _____ % 	<input type="checkbox"/> Yes <input type="checkbox"/> No
22	Are any of the common areas or recreational facilities leased?	<input type="checkbox"/> Yes <input type="checkbox"/> No
23	Do the CC&R's limit lenders exposure to delinquent HOA dues for a maximum of 6 months when a property is in foreclosure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
24	Provide evidence of the following: <ul style="list-style-type: none"> Master hazard insurance policy Master liability insurance policy Master employee dishonesty or fidelity bond policy Master flood insurance policy, if applicable Current budget 	
<p>I certify that the information and statements contained on this form are true and correct.</p>		
<hr/> Signature		<hr/> Date
<hr/> Printed Name		<hr/> Title