



Limited Review (Established) Condo Questionnaire

Project Name: _____

Project Address: _____

Subject Property Address: _____

Total # of legal phases in project: _____	Entire Project / Subject Phase	
Total # of units in the project: _____	# of units sold and conveyed	_____ / _____
	# of principal residences:	_____ / _____
	# of 2 nd home units:	_____ / _____
Subject is located in phase #: _____	# of investor units:	_____ / _____
Total # of units in subject phase: _____	Highest # of units owned by one entity:	_____

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1) Are all units, common elements & amenities complete in subject property?
In subject phase? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| If No, # of units complete: _____ What is incomplete? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Is the project subject to any additional phasing or additions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Has the Homeowners' Association been turned over to the unit owners?
If Yes, provide the date control of HOA was turned over to unit owners: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Does any investor own more than 10% of the total project? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) Are there any monthly assessments delinquent more than 30 days?
If Yes, total dollar amount of HOA fees past due: \$_____ # units delq. Is _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) Is there any pending litigation involving the homeowners' association?
(If Yes, explain in an attachment to detail circumstances surrounding litigation) | <input type="checkbox"/> | <input type="checkbox"/> |
| 7) Does the condo represent a legal, but non-conforming use of the land
(does zoning prohibit rebuilding to current density in the event of destruction)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8) Do the project documents include any restrictions on sale (age of occupants, income limits)?
If Yes, please explain: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 9) What is the amount currently held in reserves for replacement or repair of major components? \$_____ | | |
| 10) Is the project a conversion? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, is the conversion "gut" rehabilitation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11) Is the project a Cooperative? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the project a Condo Hotel? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12) Is the project a timeshare or have segmented ownership? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13) Is the project a multi-dwelling unit condo
– ownership of multiple units is by a single deed/mortgage? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14) Is any part of the project used for commercial purposes?
If Yes, what % of the project? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 15) Does the project contain or consist of any of the following: Day, Night or Short-term rentals or
Advertised rentals, on-site registration or check-in desk, housekeeping/maid service, room service, food service,
a phone system, manufactured homes or houseboat? (If Yes, explain in an attachment) | <input type="checkbox"/> | <input type="checkbox"/> |
| 16) Are separate bank accounts maintained for the operating/working account and the reserve account
each with appropriate access controls and the bank sends copies of the bank statements directly
to the HOA? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17) Are two board members required to sign any checks written on the reserve accounts? | <input type="checkbox"/> | <input type="checkbox"/> |
| 18) 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 authority to draw checks on or transfer funds from the
HOA reserve accounts? | <input type="checkbox"/> | <input type="checkbox"/> |

I, the undersigned, certify that to the best of my knowledge the information provided on this form is true and correct.

Signature of Representative or Preparer

Name and Title of Association Rep or Preparer

Representative or Preparer's Company Name

Address

Date of Completion

Telephone Number