

<b>Project Name:</b>		<b>Date:</b>	
<b>Property Address:</b> <small>(Street, City, State, Zip)</small>		<b>Borrower Name:</b>	
<b>Unit Number:</b>		<b>Loan Number:</b>	

FORM TO BE COMPLETED IN FULL BY PROPERTY MANAGEMENT REPRESENTATIVE OR BY AN OFFICER OF THE ASSOCIATION.

**PART I – PROJECT INFORMATION**

Please provide actual numbers and not percentages in the chart below:

	Subject Legal Phase	Entire Project
<b>Total # of Units</b>		
<b># of Owner Occupied and 2<sup>nd</sup> Homes</b>		
<b># of Investment</b>		
<b># of Units Sold or Under Contract</b>		
<b># of Units Listed for Sale</b>		
<b>Other:</b>		

1. Does the Project contain any condotel characteristics listed below? Please check all that apply:  Yes  No  
 Hotel Operations       Maid Service/Room Service       On-Site Desk Registration       Short Term Rentals
  
2. Does the Project contain any ineligible characteristics listed below? Please check all that apply:  Yes  No  
 Common Interest Apartment       Timeshare/Rental Pool       Live-Work Project       Houseboat  
 Assisted Living Facility       Multi-Family With Blanket Mtg       Manufactured Housing       Cooperative
  
3. Are all units owned fee simple or leasehold?  Fee Simple  Leasehold
  
4. Are the common elements and amenities within the subject’s phase complete?  Yes  No  
**If No - Explain what remains to be completed.** \_\_\_\_\_  
**If No - Provide approximate percentage of common area that remains to be completed.** \_\_\_\_\_
  
5. If Project is not complete, is the subject legal phase, or any prior legal phases in which units have been offered for sale, substantially complete and has a Certificate of Occupancy been issued?  Yes  No  
**If No - When will the phase be completed?** \_\_\_\_\_  
 Date subject phase completed? \_\_\_\_\_  
 Date last phase was completed? \_\_\_\_\_  
 What remains to be completed for the project to be 100% complete? \_\_\_\_\_
  
6. Are the unit owners in control of the HOA?  Yes  No  
**If No - What is the anticipated date the Project will be turned over to the unit owners?** \_\_\_\_\_  
**If No - When the Project is turned over to the unit owners, does the developer retain ownership in the Project besides unsold units?**  Yes  No  
 If applicable, what will be owned by the developer and how it will be used? \_\_\_\_\_
  
7. If/when the Project is turned over to the unit owners, does the developer retain any ownership in the Project besides unsold units?  Yes  No  
**If Yes - Please provide what is owned by the developer and how it is used:** \_\_\_\_\_

8. Does commercial space exceed 50%?  Yes  No  
**If Yes** - Provide percentage and use of space: \_\_\_\_\_
9. Is the HOA or developer involved in any litigation and/or arbitration, including the project being placed in receivership, bankruptcy, deed-in-lieu of foreclosure or foreclosure?  Yes  No  
**If Yes** - Please describe the details and provide documentation and attorney letter relating to the litigation. \_\_\_\_\_
10. Are there any pending or levied special assessments by the HOA?  Yes  No  
**If Yes** - What is the total amount of assessment? \_\_\_\_\_  
 What is the assessment amount per unit? \_\_\_\_\_  
 What is the term of the assessment? \_\_\_\_\_  
 What is the current assessment balance? \_\_\_\_\_  
 Has work been completed?  Yes  No  
 Describe the nature of the assessment: \_\_\_\_\_
11. Are there unfunded repairs costing more than \$10,000 per unit anticipated during the next 12 months (does not include repairs funded through special assessment)?  Yes  No  
**If Yes** - Please list items to be repaired: \_\_\_\_\_
12. FLORIDA ONLY - For projects five (5) stories or higher: Is project over 30 years old (or 25 years if within 3 miles of the coast)?  Yes  No  NA  
**If Yes** - Provide Structural Inspection consistent with standards in Florida Statute 553.899.  
 i) Any significant deferred maintenance items identified?  Yes  No  
 If Yes – Provide documentation/evidence that items have been addressed. (Attach Documents)
13. Has the HOA received a directive from a regulatory or inspection agency to make repairs due to unsafe conditions?  Yes  No
14. Does the association have any knowledge of any adverse environmental factors affecting the Project as a whole or any individual unit within the Project?  Yes  No  
**If Yes** - Please provide an explanation: \_\_\_\_\_
15. Does the Project have any mandatory, upfront membership fees for the use of recreational amenities owned by an outside party?  Yes  No
16. Are any units in the Project with resale or deed restrictions?  Yes  No  
**If Yes** - Please explain. Provide related agreements and number of units subject to restriction and unit numbers: \_\_\_\_\_
17. How many units are over 60 days delinquent on HOA dues or assessments (including REO owned units)? \_\_\_\_\_
18. Does any single entity (individual, investor, or corporation) own more than 20% of the units in the Project?  Yes  No  
**If Yes** - Please provide name and number of units owned by each individual/entity. \_\_\_\_\_

**PART II – PREPARER INFORMATION**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Signature of HOA Representative: \_\_\_\_\_

Date: \_\_\_\_\_