



# COIN X - CONDO PROJECT QUESTIONNAIRE

Loan Number:	Borrower Name:
Date:	Lender Name:
Project Address:	
Unit Address:	Project Name:
HOA Representative:	HOA Taxpayer ID:

In order to determine the eligibility of your project, we ask for your assistance in completing this form. Any officer of the association/management may complete this form. It is imperative that each question is answered in full. Your cooperation will ensure a smooth experience for both the borrower and the seller.

## PART I – PROJECT INFORMATION

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

	Subject Legal Phase	Entire Project
Legal Phase # for Previous & Future Phases		
Number of Units per Phase		
Number of Buildings		
Number of Complete Units		
Number of Units for Sale		
Number of Units Sold or Under Contract		
# of Owner-Occupied and Secondary Homes		
# of Investor Units		
Other		



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1. Are any of the following characteristics offered by the project? Yes    No

Please Check all that Apply:

- |                              |                        |                              |                                  |
|------------------------------|------------------------|------------------------------|----------------------------------|
| Hotel/Motel Ops              | Maid Service           | Room Service                 | Bellman                          |
| On-Site<br>Registration Desk | Houseboat              | Key-card Entry               | Mandatory Rental<br>Pool         |
| Short Term/Daily<br>Rentals  | Investment<br>Security | Cooperative                  | Manufactured<br>Housing          |
| Continuing Care<br>Facility  | Live-Work Project      | Time Share                   | Multi Dwelling                   |
| Food<br>Service/Restaurant   | Bar                    | Common Interest<br>Apartment | Multi-Family with<br>Blanket Mtg |

2. Are all units owned fee simple or leased? Fee Simple    Leasehold

3. What year was the Project built or converted?

4. How many stories or floors does the Project have?

5. Are all units and common elements complete and not subject to any additional phasing and/or additions? Yes    No

**If Yes** – When was the Project completed?

6. Are the common elements & amenities within the subject’s property phase complete? Yes    No

**If No** – Explain what remains to be completed:

**If No** – Provide approximate % of common area that remains to be completed.

7. If Project is not complete, is the subject legal phase, or any prior legal phase 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 the subject phase completed?

Date the last phase was completed?

What remains to be completed for the project to be 100% complete:



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8. Is the Project a conversion of an existing building within the last three years? Yes No

**If Yes** – What year was the Project originally built?

What was the date the conversion was completed?

Was the conversion a gut rehab? Gut rehab refers to the renovation of the property down to the shell, with replacement of all HVAC and electronic components. Yes No

What was the original use of the building?

\* NOTE: If the Project is a conversion completed less than four years ago, please submit a copy of the engineer/architect report, evidence of repairs completed, current Reserve Study (last 24 months) and evidence of the working capital fund.

9. 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 will it be used?

10. 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 explain what is owned by the developer and how it is used.

11. 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 an attorney letter relating to the litigation



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12. 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 the work been completed?

Describe the nature of the assessment:

13. Does this Project have any mandatory, upfront membership fees for the use of recreational amenities owned by an outside party? Yes No

**If Yes** – Please explain.

14. Do Project documents give a unit owner or other party priority over rights of the first mortgagee? Yes No

**If Yes** – Please explain.

15. How many units are over 60 days delinquent on HOA dues or assessments (including REO units)?

16. Does commercial space exceed 50%? Yes No

**If Yes** – Please provide percentage and use of space:

17. Is the Project part of a mixed-use building (contains both commercial and residential space not part of the association)? Yes No

**If Yes** – What is the total square footage of the commercial space?

What is the total square footage of the building?

What floor(s) is the commercial space located on?

How is the commercial space currently used?

18. Does a single entity own more than 20% of the units in the Property? Yes No

**If Yes** – Please provide the name and number of units owned by each individual/entity.



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19. Does the association have any knowledge of any adverse environmental factors affecting the Project as a whole or any individual unit within the Property? Yes    No

**If Yes** – Please provide an explanation:

20. Is there more than one association within the Project, covered by a Master or Umbrella Association? Yes    No

**If Yes** – Master Association Name?

Amenities and/or recreational facilities available through the Master Association:

21. Are there any common amenities and/or recreational facilities available or to be built in the future? If yes, please provide the type(s). Yes    No

Pool                                  Clubhouse                                  Tennis Court                                  Playground

Other (Please Describe):

22. Are all common elements, amenities, and/or recreational facilities owned jointly by the unit owners/HOA (including any Master Association)? Yes    No

**If No** – Please provide an explanation:

23. Does the HOA own all amenities and recreational facilities debt and lien free? Yes    No

24. Do the unit owners in the Project have rights to the use of all common elements/amenities? Yes    No

25. Does the HOA share any common amenities with other unaffiliated projects? Yes    No

26. Are there 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:

27. Is the developer responsible for assessments on unsold units? Yes    No

28. If a unit is taken over in foreclosure, will the mortgagee be liable for more than six months of unpaid dues? Yes    No

29. How many units are over 60 days delinquent in payment of HOA dues or assessments (including REO owned units)?



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30. Does at least 10% of the annual budget provide funding or replacement reserves, capital expenditures, deferred maintenance and insurance deductibles? Yes No
31. Florida Only – Has any maintenance or engineering inspection report been completed in the past five (5) years? Yes No
- If Yes** – Any significant deferred maintenance items identified? Yes No
- If Yes** – Provide documentation/evidence that items have been addressed. *Attach Documents*
32. Florida Only – For projects three (3) stories or higher: Is the project over 30 years old (or 25 years within 3 miles of the coast)? Yes No
- If Yes** – Provide an inspection consistent with standards in Florida Statue 553.899. *Attach Documents*
- Any significant deferred maintenance items identified? Yes No
- If Yes** - Provide documentation/evidence that items have been addressed. *Attach Documents*
33. California Only – Is there a wood deck, balcony, stairway, walkway, or railing elevated more than 6 feet above ground? Yes No
- If Yes** – Provide inspection consistent with standards in California SB-326. *Attach Documents*
- Any repairs required? Yes No
- If Yes** – Provide documentation/evidence that items have been addressed. *Attach Documents*
34. Is the Project professionally managed? Yes No
- If Yes** – What is the length of the current management contract?
- Does the management contract require a penalty for cancellation of at least 90 days? Yes No
35. Has the developer turned over Project control to the unit owners? Yes No
- If Yes** – When was it turned over?
- If No** – What is the anticipated date the Project will be turned over to the unit owners?



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## PART II – BUILDING SAFETY, SOUNDNESS, STRUCTURAL INTEGRITY, AND HABITABILITY

1. When was the last building inspection by a licensed architect, licensed engineer, or any other building inspector? **If the inspection was completed within 3 years, a copy of the inspection is to be provided.** *Attach Documents*
2. Did the last inspection have any findings related to the safety, soundness, structural integrity, or habitability of the project's building(s)? Yes    No  
**If Yes** – Have the recommended repairs/replacements been completed? Yes    No  
**If No** – What repairs/replacements remain to be completed, and what is the timeframe for completion?
3. Is the HOA aware of any deficiencies related to the safety, soundness, structural integrity, or habitability of the project's building(s)? Yes    No  
**If Yes** – Please describe the deficiencies:  
Of these deficiencies, what repairs/replacements remain to be completed?  
  
When will they be completed?
4. Are there any outstanding violations of jurisdictional requirements related to the safety, soundness, structural integrity, or habitability of the project's building(s)? Yes    No  
**If Yes** – Please explain the violations and provide the notice from the jurisdictional entity, if applicable.
5. Is it anticipated the project will have jurisdictional violation(s) in the future? Yes    No  
**If Yes** – Please provide details of the application jurisdiction's requirements and the project's plan to remediate the violation.



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6. Does the project have a funding plan for its deferred maintenance components/items to be repaired or replaced? Yes No

**If Yes** – Please explain.

7. Does the project have a schedule for the deferred maintenance components/items to be repaired or replaced? Yes No

**If Yes** – Please provide the schedule if there are critical repairs and/or significant deferred maintenance.

8. Has the HOA had a reserve study completed on the project within the past 3 years? Yes No

**If Yes** – Please provide if there are critical repairs and/or significant deferred maintenance.

9. What is the total of the current reserve account balance(s)?

10. Are there any current and/or planned special assessments that unit owners are obligated to pay? Yes No

**If Yes** – What is the total amount of the current special assessment(s) and/or total amount of the planned special assessments?

**If Yes** – What are the terms and purpose of the current and/or planned special assessment(s)?

11. Has the HOA obtained any loans to finance improvements or deferred maintenance? Yes No

**If Yes** – Please explain deferred maintenance to be remediated and provide the amount borrowed with terms of repayment.



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## PART III – PREPARER INFORMATION

Name:	Phone:
Title:	Email:

When completed by an HOA representative, this form will be utilized to help determine the financing eligibility of a unit within the Project. Completion of this form does not create legal liability on the part of the preparer. The undersigned hereby certifies that the above information is true and correct to the best of the preparer's knowledge and is presented on behalf of the Homeowners Association for the Project listed.

Signature of HOA Representative:
Date:

