



**PROJECT LEGAL NAME:** \_\_\_\_\_

**CITY AND STATE:** \_\_\_\_\_

Total # of Units	# of Units conveyed	# of Developer owned	# of Owner Occupied	# of Second Homes	# of Investors

1. Are there short-term rentals? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, what is the minimum rental period? \_\_\_\_\_

2. Does the project have any of the items listed below? Please mark all which apply. \_\_\_\_\_ Yes \_\_\_\_\_ No

Hotel Services  
Licensed as a hotel, motel, resort or hospitality entity  
Rentals handled through the management company  
Occupancy limits or blackout dates  
Project is listed as an investment security with the SEC  
Project contains non-incidental business operations (restaurant, spa, etc.)  
Legal documents require owners to share profits from rentals of units with HOA, Management Co.  
or resort/Hotel rental company

Hotel or Resort ratings through hotel booking websites or agencies  
Managed by a hotel/resort management company  
Rental pooling  
Interior decorating or furnishing restrictions  
Project is a common interest apartment or community apartment  
Multi-dwelling Unit (more than one unit on deed and/or mortgage)

3. Largest number of units owned by a single person/entity. (The lowest number would be at least 1.) \_\_\_\_\_

4. No. of units over 60 days delinquent and dollar amount of delinquency. \_\_\_\_\_ / \$ \_\_\_\_\_

5. Is there any additional phasing or annexation? \_\_\_\_\_ Yes \_\_\_\_\_ No

6. Are units owned fee simple (FS) or leasehold (LH)? \_\_\_\_\_ FS \_\_\_\_\_ LH

7. Are all units, common areas, and amenities completed? \_\_\_\_\_ Yes \_\_\_\_\_ No

8. Date Association turned over to unit owner control (Month/Year). \_\_\_\_\_

9. Is the project a conversion? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, is the project a gut rehab with renovation of property down to the shell replacement of all  
HVAC & electrical components? \_\_\_\_\_ Yes \_\_\_\_\_ No Year Converted: \_\_\_\_\_

10. Does the project contain any low or moderate-income housing units (aka inclusionary zoning)? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, is the subject unit designated as a low to moderate income unit? \_\_\_\_\_ Yes \_\_\_\_\_ No

11. Is the project subject to a recreational lease? \_\_\_\_\_ Yes \_\_\_\_\_ No

12. Are the units subject to recurring transfer fees paid to the developer upon the sale of a unit? \_\_\_\_\_ Yes \_\_\_\_\_ No

13. Does the project have a mandatory club membership? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, who owns the club? \_\_\_\_\_

14. Is the association subject to any lawsuits or pre-litigation activity (e.g. mediation, arbitration, etc.)? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, provide the complaint(s) for the lawsuit(s) and/or details of the pre-litigation activity.

15. Does the project contain commercial space? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what percentage of the project is commercial?

16. Has the HOA or Developer retained any right of first refusal? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, are mortgagees excluded from this right of first refusal? \_\_\_\_\_ Yes \_\_\_\_\_ No

17. If a unit is foreclosed or taken back by deed in lieu of foreclosure, is the mortgagee (lender) responsible for HOA dues? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, for how long? \_\_\_\_\_ 0-6 months \_\_\_\_\_ 7-12 months \_\_\_\_\_ More than a year

18. Is the project located in a Master Association? \_\_\_\_\_ Yes \_\_\_\_\_ No

19. Does the HOA or management co. maintain separate accounts for operating & reserve funds? \_\_\_\_\_ Yes \_\_\_\_\_ No

20. Are the monthly account statements being sent directly to the HOA? \_\_\_\_\_ Yes \_\_\_\_\_ No

21. Does the management company have the authority to draw checks against or transfer funds from the reserve account? \_\_\_\_\_ Yes \_\_\_\_\_ No

22. Are 2 or more members of Board of Directors required to sign checks from the reserve account? \_\_\_\_\_ Yes \_\_\_\_\_ No



23. What is the balance in the segregated reserve account? \$ \_\_\_\_\_

**SPECIAL ASSESSMENTS**

24. How many special assessments are ongoing or planned? \_\_\_\_\_

What is the purpose of each special assessment? \_\_\_\_\_

What is the total amount of each special assessment? \_\_\_\_\_

When does the special assessment begin and end? \_\_\_\_\_

If the special assessment(s) are related to critical repairs, have all repairs been completed? \_\_\_\_\_ Yes \_\_\_\_\_ No

How many unit owners are more than 60 days delinquent in their special assessment? \_\_\_\_\_

**DEFERRED MAINTENANCE**

25. Does the association have any reports regarding deferred maintenance? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please provide copy of the report.

26. Have there been any inspections done within the past three years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please provide copy of the inspection report.

27. Has the project failed to pass state or other jurisdictional inspections or certifications related to structural soundness, safety, or habitability? \_\_\_\_\_ Yes \_\_\_\_\_ No

28. Is the project subject to evacuation orders? \_\_\_\_\_ Yes \_\_\_\_\_ No

29. Does the project have material deficiencies that would result in critical elements or system failures within 1 year? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what elements are impacted? \_\_\_\_\_

30. Is there mold, water intrusion, or damaging leaks that have not been repaired? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

31. Is there any advanced physical deterioration? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what elements are impacted? \_\_\_\_\_

32. Are there any unfunded repairs costing more than \$10,000 per unit that should be repaired within the next 12 months? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

**Acceptable sources include an officer of the condominium association or a qualified employee of the association's management company.**

\_\_\_\_\_  
Source of Information

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Website Address of Association