

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.

Hotel Services	Hotel or Resort ratings through hotel booking websites or agencies
Licensed as a hotel, motel, resort or hospitality entity	Managed by a hotel/resort management company
Rentals handled through the management company	Rental pooling
Occupancy limits or blackout dates	Interior decorating or furnishing restrictions
Project is listed as an investment security with the SEC	Project is a common interest apartment or community apartment
Project contains non-incidental business operations (restaurant, spa, etc.)	Multi-dwelling Unit (more than one unit on deed and/or mortgage)
Legal documents require owners to share profits from rentals of units with HOA, Management Co. or resort/Hotel rental company	

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 _____