

# CONDOMINIUM QUESTIONNAIRE



Please print all information

Date \_\_\_\_\_

## Project Information

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

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Facility & Project Information

1. Has control of the project been turned over to the HOA?  Yes  No  
*If Yes, indicate the date:* \_\_\_\_\_
2. Is the project 100% complete including all units and common areas?  Yes  No
3. Is the subject legal phase 100% complete including all units and common areas?  
*If No, describe any incomplete areas:* \_\_\_\_\_  Yes  No
4. Is the project a cooperative?  Yes  No
5. Is the project a condominium hotel?  Yes  No
6. Is the project a time share or segmented ownership project?  Yes  No
7. Is the project a multi-dwelling unit condominium in which ownership of multiple units is evidenced by a single deed and mortgage?  Yes  No
8. Does the condominium represent a legal but nonconforming use of the land (if zoning regulations prohibit rebuilding to current density in the event of deconstruction)?  Yes  No
9. Is the project a conversion?  
*If Yes, is the conversion a gut rehabilitation (where the renovation has stripped the property to the shell and all HVAC and electrical components have been replaced)?*  Yes  No
10. HOA dues for the subject property? \$ \_\_\_\_\_
11. Does the project have co-insurance?  Yes  No  
*If Yes, what percentage?* \_\_\_\_\_%  
*And is there an agreed amount endorsement?*  Yes  No
12. Does the project contain a blanket insurance policy that covers multiple unaffiliated condo associations or projects?  Yes  No

## Property Information

1. Is the project built on a leasehold estate?  Yes  No
2. Total number of phases: \_\_\_\_\_ Subject Property Phase #: \_\_\_\_\_
3. Total number of units: Entire Project \_\_\_\_\_ Subject Phase \_\_\_\_\_
4. Total number of units for sale: Entire Project \_\_\_\_\_ Subject Phase \_\_\_\_\_
5. Total number of units complete: Entire Project \_\_\_\_\_ Subject Phase \_\_\_\_\_
6. Total number of units sold: Entire Project \_\_\_\_\_ Subject Phase \_\_\_\_\_
7. Total number of units rented (*Investor*): Entire Project \_\_\_\_\_ Subject Phase \_\_\_\_\_
8. Total number of owner-occupied units: Entire Project \_\_\_\_\_ Subject Phase \_\_\_\_\_  
(*Primary Residences and Second Homes*)
9. Does any single entity own more than 10% of the total units in the entire project?  Yes  No
10. Highest number of units owned by one entity: \_\_\_\_\_
11. Is any portion of the project designated for commercial use only?  Yes  No  
*If Yes, what percentage?* \_\_\_\_\_%

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## Property Use & Benefit Information

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1. Does the project allow daily rentals?  Yes  No  
*If Yes, what percentage? \_\_\_\_\_%*
2. Does the project contain a rental desk?  Yes  No
3. Does the project participate in a mandatory rental pool?  Yes  No
4. Does the project provide food service?  Yes  No
5. Does the project provide daily housekeeping?  Yes  No
6. Does the project provide blackout dates restricting the owner's use?  Yes  No
7. Is the project the subject of current litigation?  
*If Yes, please provide a letter of explanation.*  Yes  No

## Property Financial Information

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1. What is the amount currently held in reserves for replacement or repair of major components? \$ \_\_\_\_\_
2. Total number of unit owners currently over 60 days past due with their monthly HOA fees? \_\_\_\_\_
3. Total dollar amount over 60 days past due? \$ \_\_\_\_\_
4. Are the taxes for the individual units included in HOA fees?  
*If Yes, projects in which the taxes are included in the HOA fees are ineligible.*  Yes  No
5. Does the HOA budget provide for the funding of replacement reserves for capital expenditures and deferred maintenance that is at least 10% of the budget?  Yes  No

## Signature & Certification

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I, the undersigned certify that to the best of my knowledge and belief, the information and statements contained on this form and an any attachments are true and correct.

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

Printed Name: \_\_\_\_\_ Title \_\_\_\_\_ Phone Number: \_\_\_\_\_