



Single Unit Approval Document List

Condo ID: _____ **Condo Address:** _____
FHA Case No.: _____ **Case Assignment Date (if already assigned):** _____
Loan No.: _____ **Borrower:** _____

Provide the following to complete the Single Unit Approval (SUA) process:

- Completed Form HUD-9991.
- Certificates of Insurance for Master Blanket Hazard, Liability, Fidelity, and Flood (if applicable).
- Unit Owners HO-6 Insurance including coverage detail.
- Current year approved Budget.
- Current Year-to-Date Income & Expense Statement dated within 90 days.
- Prior Year-End Income & Expense Statement.
- Current Balance Sheet dated within 90 days showing the balance in the Operating and Reserve accounts.
- Complete Set of Recorded Governing Documents including Articles of Incorporation or Trust, Declarations/CC&R's, Bylaws, all Amendments, Rules & Regulations.
- FAR will obtain a Flood certificate confirming if property is in a flood zone. If it is then we will need a copy of flood insurance coverage. Note: Properties located in Coastal Barrier Resources System locations are not eligible for project approval.
- Additional items other than those listed here may be required.

Provide the following financial assessment documentation to be reviewed in Underwriting:

⚠ Notice: Please be aware that prospective borrowers in FHA Single Unit transactions are required to meet Financial Analysis underwriting approval in accordance with the requirements under the FHA Single-Unit Approval program. This includes meeting FA requirements with no comp factors or extenuating circumstances on property charges. Have you confirmed your borrower(s) meets this requirement? If not, you will be unable to proceed under the program.

- Property charge payment history for the previous 24 months for all owned properties. It must include taxes, insurance, and homeowners' dues, and must have zero late payments. Extenuating circumstances are **NOT** acceptable.