

Condominium Questionnaire (Full Form)

Lender Contact Name: _____ Email Address: _____

Phone Number: _____ Fax Number: _____

Hanover Community Bank is processing a mortgage loan on the subject property listed below. The following information is required to complete the process. Your timely response is appreciated.

PROJECT PROFILE (TO BE COMPLETED BY HOA, MANAGING AGENT)

Basic Project Information

1. Project Legal Name: _____ Date: _____

2. Project Address: _____

3. Phase Number: _____ Unit Number: _____ Unit maintenance fee: \$ _____

4. HOA Name (if different from project legal name): _____ HOA Tax ID #: _____

5. HOA Management Name: _____ Tax ID #: _____

6. HOA Management Address: _____

Project Completion Information

7. Is the project 100% complete, including all construction or renovation of units, common elements, and shared amenities for all project phases? Yes No If No, complete the questions below:

Yes No

A. Is the project subject to additional phasing or annexation?

B. Is the project legally phased?

C. How many phases have been completed? _____

D. How many total phases are legally planned for the project? _____

E. How many total units are planned for the project? _____

F. Are all planned amenities and common facilities fully complete?

8. Has the developer transferred control of the HOA to the unit owners?

Yes, date transferred: _____ No, estimated date the transfer will occur: _____

Financial Information

9. How many unit owners are 60 or more days delinquent on common expense assessments? _____

10. In the event a lender acquires a unit due to foreclosure or a deed-in-lieu of foreclosure, is the mortgagee responsible for paying delinquent common expense assessments? Yes No

If Yes, for how long is the mortgagee responsible for paying common expense assessments? (select one)

1 to 6 months 7 to 12 months more than 12 months

11. Is the HOA involved in any active or pending litigation? Yes No

If Yes, attach documentation regarding the litigation from the attorney or the HOA. Provide the attorney's name and contact information:

Name: _____

Phone: _____

V: Ownership & Other Information

12. Complete the following information concerning ownership of units:

	Entire Project	Subject Legal Phase (in which the unit is located) If Applicable
In what year was the project built		
Total number of units		
Total number of stories		
Total number of units sold and closed		
Total number of units under bona-fide sales contracts		
Total number of units sold and closed or under contract to owner-occupants		
Total number of units sold and closed or under contract to second home owners		
Total number of units sold and closed or under contract to investor owners		
Total number of units being rented by developer, sponsor, or converter		
Total number of units owned by the HOA		

13. Are there any fees for special assessments (other than regular HOA charges)? Yes No

If yes, report the monthly facility charges and describe.

14. Complete the following table if more than one unit is owned by the same individual or entity.

Individual / Entity Name	Developer or Sponsor	Number of Units Owned	Percentage Owned of Total Project Units	Number Leased at Market Rent	Number Leased under Rent Control
	<input type="checkbox"/> Yes <input type="checkbox"/> No		%		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		%		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		%		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		%		

15. Do the unit owners have sole ownership interest in and the right to use the project amenities and common areas? Yes No

If No, explain who has ownership interest in and rights to use the project amenities and common areas:

16. The recreational amenities (other than those in a master association) include: Tennis Court # _____
 Pool # _____ Clubhouse # _____ Playground # _____ Other _____

17. Are any units in the project used for commercial or non-residential purposes? Yes No
 If Yes, complete the following table:

Type of Commercial or Non-Residential Use	Name of Owner or Tenant	Number of Units	Square Footage	% Square Footage of Total Project Square Footage
				%
				%
				%
				%

18. What is the total square footage of commercial space in the building that is separate from the residential HOA? Include above and below grade space used for commercial purposes, such as public parking facilities, retail space, apartments, commercial offices, and so on.

Total square footage of commercial space _____

VI: Insurance Information

19. Are units or common elements located in a flood zone? Yes No
 If Yes, flood coverage is in force equaling (*select only one option below*):

- 100% replacement cost
- maximum coverage per condominium available under the National Flood Insurance Program
- some other amount (*enter amount here*) \$ _____

20. Supply the information requested below. Do NOT enter "contact agent."

Type of Insurance	Carrier/Agent Name	Carrier/Agent Phone Number	Policy Number
Hazard			
Liability			
Fidelity			
Flood			

VII: Contact Information

21. Name of Preparer: _____

22. Title of Preparer: _____

23. Preparer's Company Name: _____

24. Preparer's Phone: _____

25. Preparer's Email: _____

26. Preparer's Company Address: _____

27. Signature: _____

28. Date Completed: _____