



Conventional Condo Questionnaire - Standard

Project Name:	
Property Address:	
City, State, Zip:	
County/Borough:	HOA Tax ID#:

Section 1: General Project Information

1	Is the project a Condominium or a Planned Unit Development (PUD)?	CONDO	PUD
2	Are the units of the project?	ATTACHED	DETACHED
3	Total # of Buildings in entire project		
4	Total Units	Subject Phase New Construction ONLY	Entire Project All Phases
	Total # of Residential Units		
	Total # of Commercial/Non-Residential Units		
	Total # of Units Complete		
	Total # of Units for Sale		
	Total # of Units Sold or Under Legal Contract		
	Total # of Owner Occupied		
	Total # of Second Homes		
	Total # of Units Rented (Investment Properties)		
		*Include intended occupancy of units under contract in these totals	
5	How many units are owned by the Developer/Sponsor?		
	5a. Of these, how many are tenant occupied?		
	5b. Of these, how many are vacant and marketed for sale?		
	5c. Of these, how many are subject to non-eviction rent regulation codes?		
6	Does any single person or entity other than the Sponsor/Developer own more than one unit in the project?	YES	NO
	6a. If YES, how many units are owned by each person or entity?		
7	Are all units, common elements, and facilities within the Condominium project or subject legal phase 100% complete?	YES	NO
	7a. If NO, describe any incomplete phases/units/areas:		
8	Is the project subject to additional phasing or annexation?	YES	NO
9	Has the HOA been turned over to the unit owners?	YES	NO
	9a. If YES, what date was control turned over?		

Section 2: Project Characteristics & Amenities

10	List of facilities & amenities within the Condominium project:		
11	Do the unit owners have sole ownership and rights to use the project facilities and amenities?	YES	NO
12	Are any of the project's facilities or amenities leased from a third party?	YES	NO
13	Are the amenities subject to a recreational lease? (If YES, provide copy of lease)	YES	NO
14	Is the project located on leased land? (If YES, provide copy of lease)	YES	NO



15	Does the project contain any of the following?					
	15a. Deed/resale restrictions that split ownership of property or curtail an owner's ability to utilize the property; including common interest apartments? If YES, please explain: <input type="text"/>		YES		NO	
	15b. Manufactured homes?		YES		NO	
	15c. Mandatory fee-based memberships to a 3 rd party for use of project amenities or services?		YES		NO	
	15d. Non-incident income > 10% from business operations owned or operated by HOA? If YES, please provide a copy of the HOA Budget.		YES		NO	
	15e. Supportive or continuing care for seniors or for residents with disabilities?		YES		NO	
16	Is any part of the project used for commercial/non-residential purposes?			YES		NO
	16a. If YES, what is its percent of the total project square footage?		<input type="text"/>			
	16b. What types of businesses use the space?		<input type="text"/>			
17	Does each unit have its own heating and cooling system?			YES		NO
18	What utilities and services are included in the regular assessments?		<input type="text"/>			
19	Is the project a conversion of an existing building?			YES		NO
	19a. If YES, when was the conversion completed?			<input type="text"/>		
	19b. Was the conversion a Full-Gut (down to shell of structure, including replacement of all HVAC, plumbing and electrical components) or Non-Gut conversion?			FULL-GUT		
				NON-GUT		
	19c. If completed within the last 3 years, provide a copy of the original conversion report.					
Section 3: Legal & Financial Information						
20	Does the Condominium association have a reserve account for capital expenditures and deferred maintenance?			YES		NO
21	Has the project experienced a financial distress event within the last 36 months?			YES		NO
22	For projects with commercial/non-residential space, are the residential & commercial portions of the Condominium project independently sustainable?			YES		NO
23	How many unit owners are 60 or more days delinquent on common expense assessments?			<input type="text"/>		
24	Is the HOA currently involved in any active or pending litigation, mediation, or arbitration?			YES		NO
	24a. If YES, provide a litigation disclosure that describes a) the nature of the claim; b) if the insurance company is defending the claim; and c) the estimated amount of the claim.					
25	Does the project permit a priority lien for unpaid common expenses in excess of 6 months (in excess of 12 months for Florida)?			YES		NO
	25a. If YES, please provide the Condominium Declaration/Master Deed or state statutes.					
26	Does the HOA and/or management company adhere to one or more of the following financial controls?			YES		NO
	<ul style="list-style-type: none"> Separate bank accounts are maintained for the working account and the reserve account, each with appropriate access controls, and the bank in which funds are deposited sends copies of the monthly bank statements directly to the HOA The management company maintains separate records and back accounts for each HOA that uses its services, and the management company does not have the authority to draw checks on, or transfer funds from, the reserve account of the HOA. Two members of the Board of Directors must sign any checks written on the reserve account. 					
	27. Is the project managed by a management company?			YES		NO
	Section 4: Master Insurance					
28	Does the Master Policy cover (SELECT ONE):					
	<input type="checkbox"/>	Bare Walls	<input type="checkbox"/>	Walls-In to Original Plans and Specs	<input type="checkbox"/>	Walls-In including Betterments and Improvements



Section 5: New Construction or Converted Projects ONLY (excluding FL, PERS required for FL) Only complete if Project is not complete, is subject to additional Phases, or was converted within the past 3 years					
29	Number of legal phases in the entire project?				
	29a. If > 1 phase, which phase # is the subject property located in?				
Section 6: Condotel Characteristics					
30	30a. Hotel/motel/resort services (not limited to registration services, daily or short-term rentals, daily cleaning services, central telephone service or key systems, and restrictions on interior decorating?)			YES	NO
	30b. Professionally managed by a hotel or resort management company that also facilitates short term rentals for unit owners or projects with management companies that are licensed as a hotel, motel, resort, or hospitality entity?			YES	NO
	30c. Mandatory or voluntary rental pooling arrangements, or other restrictions on the unit owner's ability to occupy the unit?			YES	NO
	30e. Units that are less than 400 square feet, interior doors adjoining units, or mini kitchens?			YES	NO
	30f. Restrictions on year-round occupancy (e.g., blackout dates, timeshares, or segmented ownership)			YES	NO
Section 7: Building Safety, Structural Integrity, Soundness, or Habitability					
31	When was the last building inspection by a professional or authority?				
32	Did the last inspection find significant deferred maintenance or unsafe conditions?			YES	NO
	32a. If YES, have recommended repairs been completed?			YES	NO
	32b. Do the findings relate to safety, soundness, structural integrity, or habitability?			YES	NO
	<i>Please provide a copy of the inspection and HOA meeting minutes to document findings and action plan.</i>				
33	Is the HOA aware of any significant deferred maintenance or unsafe conditions that were not reported on the last inspection?			YES	NO
34	Are there any outstanding building enforcement code issues at this time or expected in the future? If YES, please provide notice from the authority.			YES	NO
35	Does the project have a preventative maintenance plan and schedule?			YES	NO
	35a. If YES, are reserves being adequately funded to support these?			YES	NO
36	Has the HOA had a reserve study completed on the project within the past 3 years?			YES	NO
	36a. If YES, is the HOA following the recommendations of the study?			YES	NO
37	Does the HOA maintain separate operating and reserve accounts?			YES	NO
38	What is the total income budgeted for the current year?				
39	What are total reserves budgeted for the current year?				
40	What is the current reserve account balance?				
41	Are there any current special assessments or future contemplated special assessments against unit owners? If YES:			YES	NO
	41a. What is the total amount of the special assessment?				
	41b. What are the terms of the special assessments?				
	41c. What are the special assessments for?				
	<i>Please provide copies of the HOA meeting minutes</i>				
42	Has the HOA incurred any loans to finance improvements or deferred maintenance?			YES	NO
	42a. Amount borrowed?				
	42b. Terms of repayment?				



Section 8: Management Company & Preparer Information

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

Company Name:

Address:

Preparer's Name:

Title:

Preparer's Signature:

Phone #:

Email Address:

Date Completed: