



Condo Questionnaire – Recert
Established Projects ONLY

NOTE: This form may be used in lieu of a standard Condo Questionnaire if Newrez has an expired standard Condo Questionnaire on the project. The project must have met established guidelines on the previous questionnaire.

Project Name:

Property Address:

City, State, Zip:

County/Borough:

HOA Tax ID#:

Section 1: General Project Information

1	Unit Breakdown	Entire Project All Phases
	Total # of 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	
2	Does any single person or entity own more than one unit in the project?	YES NO
	2a. If YES, how many units are owned by each person or entity?	

Section 2: Legal & Financial Information

3	How many unit owners are 60 or more days delinquent on common expense assessments?	
4	Has the HOA had a reserve study completed on the project within the past 3 years?	YES NO
5	Is the HOA currently involved in any active or pending litigation, mediation, or arbitration?	YES NO
	5a. 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.	

Section 3: Master Insurance

6	Does the Master Policy cover (SELECT ONE):		
	Bare Walls	Walls-In to Original Plans and Specs	Walls-In including Betterments and Improvements

Section 4: Condotel Characteristics

7	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
8	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
9	Mandatory or voluntary rental pooling arrangements, or other restrictions on the unit owner's ability to occupy the unit?	YES	NO
10	Units that are less than 400 square feet, interior doors adjoining units, or mini kitchens?	YES	NO
11	Restrictions on year-round occupancy (e.g., blackout dates, timeshares, or segmented ownership)	YES	NO



Section 5: Building Safety, Structural Integrity, Soundness, or Habitability					
12	When was the last building inspection by a professional or authority?				
13	Did the last inspection find significant deferred maintenance or unsafe conditions?			YES	NO
	13a. If YES, have recommended repairs been completed?			YES	NO
	13b. 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>				
14	Is the HOA aware of any significant deferred maintenance or unsafe conditions that were not reported on the last inspection?			YES	NO
15	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
16	Does the project have a preventative maintenance plan and schedule?			YES	NO
	16a. If YES, are reserves being adequately funded to support these?			YES	NO
17	Has the HOA had a reserve study completed on the project within the past 3 years?			YES	NO
	17a. If YES, is the HOA following the recommendations of the study?			YES	NO
18	Does the HOA maintain separate operating and reserve accounts?			YES	NO
19	What is the total income budgeted for the current year?				
20	What are total reserves budgeted for the current year?				
21	What is the current reserve account balance?				
22	Are there any current special assessments or future contemplated special assessments against unit owners? If YES:			YES	NO
	22a. What is the total amount of the special assessment?				
	22b. What are the terms of the special assessments?				
	22c. What are the special assessments for?				
	<i>Please provide copies of the HOA meeting minutes</i>				
23	Has the HOA incurred any loans to finance improvements or deferred maintenance?			YES	NO
	23a. Amount borrowed?				
	23b. Terms of repayment?				

Section 6: 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: