



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 Units Conveyed or Closed		
	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 year 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? 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"/>				
	16c. Are the residential & commercial portions of independently sustainable?		YES		NO
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 HOA 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	How many unit owners are 60 or more days delinquent on common expense assessments? <input type="text"/>				
23	Is the HOA currently involved in any active or pending litigation, mediation, or arbitration?		YES		NO
	23a. 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.				
24	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
	24a. If YES, please provide the Condominium Declaration/Master Deed or state statutes.				
25	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. 				
26	Is the project managed by a management company?		YES		NO
Section 4: 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					
27	Number of legal phases in the entire project? <input type="text"/>				
	27a. If > 1 phase, which phase # is the subject property located in? <input type="text"/>				



Section 5: Condotel Characteristics						
28	Does the project contain any of the following?					
	28a. 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		
	28b. 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		
	28c. Mandatory or voluntary rental pooling arrangements, or other restrictions on the unit owner's ability to occupy the unit?	YES		NO		
	28d. Units that are less than 400 square feet, interior doors adjoining units, or mini kitchens?	YES		NO		
	28e. Restrictions on year-round occupancy (blackout dates, timeshares, or segmented ownership)	YES		NO		
Section 6: Building Safety, Structural Integrity, Soundness, or Habitability						
29	Other than a reserve study, has there been a structural and/or mechanical inspection completed within the last 3 years?					
	<i>Please provide a copy of the inspection report and HOA meeting minutes to document findings and action plan.</i>					
30	Is the HOA aware of any significant deferred maintenance or unsafe conditions?					
	30a. What are the deficiencies?					
	30b. Are the deficiencies resolved?	YES		NO		
	30c. If not resolved, what remains?					
31	Is the HOA currently aware of any outstanding building enforcement code issues or inspections? If YES, please provide notice from the authority.			YES		NO
If any of the above is not answered, provide: 1. Inspection report completed in last 3 years; 2. Last 3 years HOA meeting minutes; 3. Current YTD Income & Expense Statement; 4. Year-End Statements for prior 2 years; 5. Current Balance Sheet; 6. Current Budget.						
32	Does the project have a preventative maintenance plan and schedule?					
	32a. If YES, are reserves being adequately funded to support these?	YES		NO		
33	Has the HOA had a reserve study completed on the project within the past 3 years?					
	33a. If YES, is the HOA following the recommendations of the study?	YES		NO		
34	Does the HOA maintain separate operating and reserve accounts?			YES		NO
35	What is the total income budgeted for the current year?					
36	What are total reserves budgeted for the current year?					
37	What is the current reserve account balance?					
38	Are there any current or upcoming special assessments against unit owners? If YES:					
	38a. Total amount of the special assessments?					
	38b. Payment terms of special assessments?					
	38c. What are the special assessments for?					
	38d. How many unit owners are 60 days or more delinquent on special assessments?					
	38e. Are repairs completed?	YES		NO		
	38f. If not completed, what repairs remain?					
	<i>Please provide copies of the HOA meeting minutes</i>					
39	Has the HOA incurred any loans to finance repairs and improvements?					
	39a. Amount borrowed?					
	39b. Repayment terms?					
	39c. What is the loan for?					
	39d. Are repairs completed?	YES		NO		
	39e. If not completed, what repairs remain?					



Section 7: Master Insurance

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

Section 8: Master Insurance Contact Information

Type of Insurance	Carrier/Agent Name	Phone Number	Email Address
Hazard			
Liability			
Fidelity (20+ units only)			
Flood			
Builder's Risk (if applicable)			

Section 9: 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: _____