



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: Condotel Characteristics

6	Does the project contain any of the following?	
	6a. 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
	6b. 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
	6c. Mandatory or voluntary rental pooling arrangements, or other restrictions on the unit owner's ability to occupy the unit?	YES NO
	6d. Units that are less than 400 square feet, interior doors adjoining units, or mini kitchens?	YES NO
	6e. Restrictions on year-round occupancy (e.g., blackout dates, timeshares, or segmented ownership)	YES NO

Section 4: Building Safety, Structural Integrity, Soundness, or Habitability



11	Has there been a building inspection by a professional or authority in the last 5 years?			YES	NO
<i>Please provide a copy of the inspection report and HOA meeting minutes to document findings and action plan.</i>					
12	Is the HOA aware of any significant deferred maintenance or unsafe conditions?			YES	NO
	12a. What are the deficiencies?				
	12b. Are the deficiencies resolved?	YES	NO		
	12c. If not resolved, what remains?				
13	Is the HOA currently aware of any outstanding building enforcement code issues? 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 5 years; 2. Last 6 months HOA meeting minutes (If none, annual notice to homeowners included with adoption of Budget); 3. Current YTD Income & Expense Statement; 4. Year-End Statements for prior 2 years; 5. Current Balance Sheet; 6. Current Approved Budget.					
14	Does the project have a preventative maintenance plan and schedule?			YES	NO
	14a. If YES, are reserves being adequately funded to support these?	YES	NO		
15	Has the HOA had a reserve study completed on the project within the past 3 years?			YES	NO
	15a. If YES, is the HOA following the recommendations of the study?	YES	NO		
16	Does the HOA maintain separate operating and reserve accounts?			YES	NO
17	What is the total income budgeted for the current year?				
18	What are total reserves budgeted for the current year?				
19	What is the current reserve account balance?				
20	Are there any current or upcoming special assessments against unit owners? If YES:			YES	NO
	20a. Total amount of the special assessments?				
	20b. Payment terms of special assessments?				
	20c. What are the special assessments for?				
	20d. How many unit owners are 60 days or more delinquent on special assessments?				
	20e. Are repairs completed?	YES	NO		
	20f. If not completed, what repairs remain?				
<i>Please provide copies of the HOA meeting minutes</i>					
21	Has the HOA incurred any loans to finance repairs and improvements?			YES	NO
	21a. Amount borrowed?				
	21b. Repayment terms?				
	21c. What is the loan for?				
	21d. Are repairs completed?	YES	NO		
	21e. If not completed, what repairs remain?				
Section 5: Master Insurance					
22	Does the Master Policy cover (SELECT ONE):				
	Bare Walls	Walls-In to Original Plans and Specs	Walls-In including Betterments and Improvements		
Section 6: 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)			
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Section 7: 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:
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Preparer's Signature:	Phone #:
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Email Address:	Date Completed:
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