



Limited Review Condo Questionnaire

Rev 9/21/2011

Broker Name: _____ **Date:** _____
Broker #: _____ **Loan #:** _____
Borrower: _____ **Project:** _____
Co-Borrower: _____ **Location (city, state):** _____

1. Is the project any of the following: manufactured home, houseboat, timeshare or segmented ownership, non-conforming zoning, "Own-Your-Own" or project owned as tenants-in common, project of multi-unit properties, condotel, live-work condo, resort condominium, an investment ownership, or project with businesses owned or operated by the HOA (restaurant, spa, health club, etc.)? Yes
 No
 Does the project exhibit any of the following?

- Is publicly advertised as a condominium hotel or resort (for example, the project advertises on travel or hotel websites, or has a website on the Internet and present itself as a condominium hotel) or websites are available to determine room availability and/or to make reservations?
- Does it have hotel-like amenities (such as front desk, maid service, concierge service, on site recreational activities, lifeguard on duty, towel or linen service, etc.)?
- Does it share facilities, common elements, or amenities with a hotel, resort, and/or lodge owned and managed by the developer or another third-party entity (pool, spa, fitness center, parking, business center, conference facility, etc.)?
- Does it have units that do not have full size kitchen appliances, or that have efficiency kitchens?
- Does it have a name that includes hotel, resort, motel, inn or lodge, have an affiliation with, and/or is managed by an entity, usually a hotel chain or hospitality entity?
- Is located at the same address as a hotel or resort, or within a hotel or resort, or has a hotel or hospitality identity?
- Does it have non-incident businesses operated or owned by the homeowner's association (for example, a restaurant, health club, spa, etc.)?
- Does it have a revenue sharing arrangement between a rental management firm and the HOA?
- Is there a required mandatory membership (tennis, golf, health club, etc.) or requires a mandatory rental pooling agreement or has blackout periods?

1b. Do the bylaws, CC&Rs, or the HOA allow short-term and seasonal rentals (periods of less than one month), or fractional or time-share ownership? Yes
 No

1c. Does the HOA budget include items that suggest hotel-type features, such as housekeeping costs, business income, membership fee income, personnel costs (lifeguard, maid, concierge, front desk, shuttle service, internet service fees, etc.)? Yes
 No

1d. Are there other ineligible factors discovered in the course of underwriting that disqualify this project, including but not limited to, adverse environmental conditions, structural problems, suspicious sales or appraisal practices, or suspected fraud? Yes
 No

If you answered "Yes" to any of the above, stop here, the project is ineligible.

2. Are all the units, common elements, and facilities within the project 100% complete? Yes
 No

3. Has control of the Homeowners' Association been turned over to the unit owner's? Yes
 No

4. Has at least 90% of the units in the project been sold and closed?
 For 2-4 unit projects, all units must be 100% sold and closed. Yes
 No

5. Is title to the units is held in Fee Simple? Yes
 No

6. Is the commercial use in the project is less than 20% of the project space. Yes
 No

7. Are there less than 15% of the total units that are 30 days or more delinquent in their HOA dues? If more than 15%, the project is not eligible. Yes
 No

If you answered "No" for Questions 2-7, stop here, the project is ineligible.

8. Is the project subject to any additional phasing or add-ons? Yes
 No

9. Association Litigation: Is there any pending litigation in which the HOA is represented as the Defendant? If there is, the project is not eligible. If the HOA is represented as the Plaintiff, attach a detailed explanation. The lawsuit must not impact marketability and/or represent a current, uncured structural liability of the project. Yes
 No

10. Is there a single entity, individual or group owns more than 10% of the total units in the project? Yes
 No

11. Is the project subject to deed restrictions or inclusionary zoning that limits a lender's ability to sell a foreclosed property in any manner? Yes
 No

If you answered "Yes" for Questions 8-11, stop here, the project is ineligible.



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12. Underwriter has completed an internet search on the project name as well as the project address, and has found no indications of offerings for nightly or short-term rentals. (Question 1a)	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. DU findings include a notation that the subject loan is eligible for Limited Review condominium determination. (Must be yes)	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Is the project subject a condo conversion? If yes, the conversion must have been legally created and completed 3 or more years (date conversion completed _____) in order to be eligible for limited review.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
15. Is the project new construction? If yes, the project is ineligible.	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Total Number of Units in Project: _____ Total Number of Units Sold, Not Closed: _____	
17. Total # Units Sold As: Primary Residence _____ Second Homes _____ Investment: _____ For 2-4 unit projects, all but one unit in the project must be conveyed as a primary residence or second home.	
18. Are the owners permitted to hold title to more than one unit with ownership evidenced by a single deed? If yes, the project is ineligible	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. How is the HOA managed? <input checked="" type="checkbox"/> Self Managed <input type="checkbox"/> Management Company	
20. Year Project Built: _____	
21. Monthly HOA fee range: \$ _____ to \$ _____	
22. The Project meets the insurance requirements as indicated below:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • The insurance policy is in the exact name of the Condominium Association. • Policy is active. Expiration Date: _____ • Policy includes 100% current replacement cost hazard coverage on common structures with a deductible not to exceed 5% of the policy face value. • Policy meets the higher of state required liability coverage or \$1 million general liability coverage for homeowners' association. • Policy includes flood insurance (if applicable) with a deductible that is not greater then \$25,000 of the policy face amount unless state law allows for a higher deductible – Attach an explanation if accepting state mandated higher deductibles. • Yes / No: Flood Insurance required. • Yes / No: Earthquake Insurance required. <p>Condominium project insurance master or blanket policies do NOT contain either of the following:</p> <ul style="list-style-type: none"> • A blanket policy that covers multiple unaffiliated condominium associations or projects, or • A self insurance arrangement whereby the owners' association is self insured or has banded together with other unaffiliated associations to self insure all of the general and limited common elements of the various associations. 	
25. The insurance certificate for the homeowner's association is the named insured and is the exact name of the homeowner's association and the required coverage and deductibles are in place in accordance with FNMA guidelines.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Fidelity Bond required for 20 or more units. • \$1 million liability per occurrence coverage showing HOA as insured and ClearPoint Funding, ISAOA as mortgagee. • If liability policy does not cover replacement of improvements and betterment coverage to cover any improvements that the borrower may have made, evidence of HO-6 policy / walls in coverage is required in an amount that is no less than 20% of the units appraised value 	

I hereby certify the following:

- The undersigned hereby certifies that to the best of his/her knowledge and belief that the information and statements contained on this form and any attachments are true and correct. The undersigned further represents that he/she is authorized by the HOA to provide this information on behalf of the HOA.

HOA Contact Name: _____

Title/Organization/Company Name: _____

Phone or e-mail: _____

Underwriter's Signature **Title** **Date**