

HOA Condo Certification Questionnaire

Project name:

Address:

Subject Unit # / Subject Phase:

City, State:

1. DESCRIBE THE UNIT SALES
 - A. Established projects (100% complete / HOA turned over to unit owner's for at least one year)
 - ___ Total no. Units in project
 - ___ Total no. Units conveyed to purchasers, show breakdown
 - ___ Total no. Units primary residences
 - ___ Total no. Units second homes
 - ___ Total no. Units rented/investor
2. Does any one entity (same individual, investor group, partnership, or corporation) own more than one unit?
 () Yes () No If yes, identify entity and indicate number of units and percentage owned.
 - Entity _____ # Units _____ Percentage _____
 - Entity _____ # Units _____ Percentage _____
3. Are all units, common areas and amenities, including those that are part of a master association, substantially complete? () Yes () No
4. Is the project subject to additional phasing? () Yes () No
5. Is project a conversion of an existing building? () Yes () No If yes, please indicate conversion date: ___/___/___
6. Has control of the owners association been turned over to the unit purchasers? () Yes () No
7. How is title to the units held? ___ Fee simple ___ Leasehold (If leasehold, please provide a copy of lease.)
8. Are there any leased recreational facilities or any common area leases? () Yes () No. (If yes, please provide a copy of the lease.)
9. Is any space within the project designated for commercial/non-residential use? () Yes () No
 If yes, how many commercial units are there? _____
 What type of commercial space? _____
10. Are there any adverse environmental factors affecting the project as a whole or as individual units? () Yes () No.
11. Do the project documents allow short-term rentals (less than 30 days)? () Yes () No
 If yes, are hotel like services included in the monthly HOA fee assessment? () Yes () No
12. Is there a mandatory rental pool? () Yes () No
13. The amount of reserve funds for future repairs and/or replacement of major components currently held in a segregated reserve fund is \$_____.
14. The number of owners currently delinquent more than 30 days in their unit assessments _____
 Total amount of delinquent charges \$_____
15. Is the HOA involved in any lawsuits or pending litigation? () Yes () No
 If yes, provide information regarding litigation, from attorney or HOA, as a separate attachment
16. If there is a personal injury litigation, will liability insurance cover any potential liability? () Yes () No

Certification

I, the undersigned, certify that to the best of my knowledge and belief, the information and statements contained on this form and the attachments are true and correct.		
Signature of Association Representative or Preparer:	Date:	
Printed Name and Title of Association Representative or Preparer:		
Preparer's Company Name:		
Preparer's Company Address:		
Preparer's Phone #: ()	Preparer's Fax #: ()	Preparer's e-mail Address: