



Date	Loan #	Borrower Name:

Project Name	HOA Dues: _____		Monthly-Quarterly-Annually	
Address	City	State	ZIP Code	

Project pre-sale and owner occupancy questions. Based on declared units ONLY, not including proposed units.

Note: NA, Unknown & Value Ranges/Estimates are NOT Acceptable

	Entire Project	Subject Phase
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Project and Unit Sales and Occupancy Information

- Total number of units
- Number of residential units sold and closed
- (A) Number of units owned as primary residence
 (B) Number of units owned as second/vacation homes
 (C) Number of units owned as investment properties (never occupied for personal use)
 (D) Number of rented units owned by the developer/association
- Number of sales in last 90 days
- Number of units under contract
- (A) If the project is > 10 Units, does any one person or entity own > 10% of the units? Yes No
 If "yes," list the entities and how many each own: _____
 (B) If <= 10 units, does any one person or entity own > 1 unit? Yes No
 If "yes," list the entities and how many each own: _____
- Are all common elements and/or facilities substantially complete? Yes No
 If "no," are all common elements and/or recreational facilities associated with the subject phase complete? Yes No
- Is the project subject to additional phasing and add-ons? Yes No
 If "yes," number of additional phases and units to be built: Phases: _____ Units _____
- (A) Is the project a conversion of an existing building? Yes No
 (B) If "yes" to (A), was the conversion a full gut-rehabilitation? Yes No
 (C) If "yes" to (A), what was the original occupancy use/purpose? _____
- Date Control of the HOA transferred from the developer to unit owners _____
- Date when first units were made available for sale: _____

Financial Info

- Total income budget for this year: _____ Total reserves budgeted for the year: _____
- Current Amount in Reserve Fund: _____ Current Amount in Operating Fund: _____
- How many units are over 30 days delinquent?

30-59 days past due	60-89 days past due	90+ days past due

General Information

- Are there any pending or outstanding special assessments? Yes No
 If "yes," explain: _____
- To the best of your knowledge, are there any adverse environmental factors affecting the project as a whole or as individual units? Yes No
 If "yes," explain: _____
- Do the project legal documents include any restrictions on sale that would limit the free transferability of title? Yes No
 If "yes," list the restrictions (age restriction, first right of refusal): _____
- Is the unit part of a legally established condominium project in which the common areas are owned jointly by the unit owners? Yes No
- Are the units owned in Fee Simple or Leasehold? Fee Simple Leasehold
- Is the HOA involved in any litigation, mediation, arbitration, or other dispute resolution process? Yes No
 If "yes," explain and provide documentation: _____
- (A) If there are amenities/recreational facilities, are they owned by the HOA? NA Yes No
 (B) Are the common areas owned by the HOA? Yes No
- Do the project legal documents or local zoning limit the amount of time the owner(s) can live in their units? Yes No
- Does the property operate as a resort hotel; renting units on a daily basis? Yes No
 If "yes," years in operation? _____
 Please check applicable services:
 Daily maid service Restaurant/Food Service Time share
 Check in rental desk Commercial (boutiques) Mandatory rental pool
- Is any part of the project used for commercial purposes? Yes No
 If "yes," what percentage of the total square footage? _____%



Insurance Information

25. Is the HOA a Named Insured on the master insurance policy? Yes No
26. Are common elements/limited common elements insured to 100% replacement cost? Yes No
27. Does the HOA provide hazard insurance for the interior (walls-in) of the condominium unit? Yes No
28. Hazard/Property Coverage \$ _____ Deductible \$ _____ Expiration Date: _____
29. Is the HOA insured for General Liability? Yes No
 If "yes," amount per occurrence \$ _____
30. Are units or common improvements located in a flood zone? Yes No
 If "yes," is flood insurance in force? Yes No
 Does the insurance cover at least 100% replacement cost? Yes No
 Or, is the coverage the maximum available per condominium federal flood program? Yes No
31. Is the HOA insured for Fidelity Bond? Yes No
 If "yes," amount per occurrence \$ _____
 Amount carried by the Management Company? \$ _____
32. Minimum number or days required for written notification to HOA or Insurance trustee before any substantial changes or cancellation of the project coverage: _____

Financial Controls

33. **Please provide the following financial controls information for projects > 20 units**
1. Does the HOA or Management Company maintain separate bank accounts for the operating account and the reserves? Yes No
2. Does the bank send account statements directly to the HOA? Yes No
3. Does the management company maintain separate records and bank accounts for each owners association that uses its services? Yes No
4. Is the management company prohibited from drawing checks on or transferring funds from the HOA's reserve fund without board approval? Yes No
5. Are two (2) signatures required for any check written on the reserve account? Yes No

Mortgage 1 UW Certification completed by:

HOA Contact Information completed by:

Print Underwriter Name	HOA representative (print name)
Underwriter Mortgage 1 Inc.	HOA representative Title _____ Telephone number _____ HOA TIN (tax identification number) _____
Underwriter Signature	HOA representative Signature
Date	Date