



Golden Empire Mortgage, Inc.

**MORTGAGE BANKER
CONDOMINIUM / PUD PROJECT
HOA QUESTIONNAIRE**

BORROWER (S) NAME: _____
PROPERTY ADDRESS: _____

NAME OF PROJECT: _____
NAME OF ASSOCIATION: _____
CONTACT PERSON: _____

PLEASE COMPLETE THE FOLLOWING

1	Are all of the condominium units completed?	
1a	If all units are not complete, how many are under construction?	
2	Are all of the common areas & facilities completed?	
3	Is the project subject to additional annexation or phasing?	
4	Date that control of the Homeowners Association was/will be turned over to the unit owners:	
5	If a site condominium (detached units), are all units detached?	
6	Does the project have rental desks, short-term occupancy (up to 7 days) or daily cleaning services?	
7	Is the project a Timeshare or segmented ownership project?	
8	Is the subject a Houseboat project?	
9	Can two or more units be owned by one owner as evidenced by one mortgage deed?	
10	Is the project a legal but non-conforming use of land?	
11	Is the project a conversion of an existing building?	
11a	Is the conversion considered a Gut Rehabilitation? (An apartment-to-condominium conversion in which an existing structure is gutted down to its shell and rebuilt with new HVAC and electrical components)	
12	Total # of units in the project:	
13	Total # of bonafide sales (includes closed sales and open escrows) in the project:	
14	Total # of Offsite Addresses in the project:	
15	Total # of units used as second homes in the project:	
16	Total # of units still owned by the developer in the project (this total should not be included in rental units – See question 14 above):	
17	Are there individuals that own more than one unit in the project?	
18	Largest # of units owned by a single person:	
19	Is the project subject to exclusionary zoning, which may affect future sales?	
20	Total # of commercial units within the project:	
21	Square footage of project devoted to commercial use:	
22	Are there any special assessments pending or levied within the Homeowners Association?	
23	If special assessment exists please complete the following: Total special assessment amount per unit: \$ If scheduled payments are allowed, what is the payment amount per unit? \$ If scheduled payments are allowed, what is the frequency of these payments?	
24	Is the Homeowners Association involved in any current or pending litigation?	
25	Total income budgeted for the current year:	
26	Total reserves budgeted for the current year:	
27	Total # of unit owners currently more than 60 days delinquent in Homeowners Association dues:	
28	Regular association assessments are paid: All units are equally assessed at:	



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29	Does the Homeowners Association or property management company maintain separate accounts for the operating expense and reserve accounts?	
30	Are the monthly account statements being sent directly to the Homeowners Association?	
31	Does the property management company have the authority to draw checks against or transfer from the reserve account?	
32	Are 2 or more members of the Board of Directors required to sign checks drafted against the reserve account?	
33	Insurance Company:	
34	<u>Insurance Agent</u> Last Name: First Name: Middle Initial: Phone Number: Fax Number: Email Address:	
35	Is the amount of insurance equal to 100 % of the current replacement cost?	
36	Does the policy carry a condominium endorsement clause?	
37	Liability limit per occurrence for bodily injury:	
38	Fidelity Bond/Employee Dishonesty insurance amount:	
39	Earthquake Insurance amount:	
40	Master Policy expiration date:	
41	Percentage of deductible:	
42	Are the units owned as fee simple units?	
43	Are the units owned as leasehold estates?	
44	Is the Homeowners Association subject to a master/umbrella association?	
45	If yes to #44, are all common areas and facilities complete within the master community?	
46	If a lender obtains title to a unit through foreclosure or through deed in lieu of foreclosure, are they liable for more than 6 months unpaid Homeowners Association dues?	
47	If your project is still under construction, are all taxes and assessments that became liens prior to the first mortgage related to the unit only and not the entire project?	
48	Are any common elements leased to or by the Homeowners Association?	
49	Number of phases at completion:	
50	The project/building is comprised of how many stories? (high rise only)	
51	Are there elevators within the project?	
52	IRS Tax ID# _____	

ADDITIONAL COMMENTS:

I, HEREBY, CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT

SIGNATURE

NAME OF MANAGEMENT COMPANY

TYPED NAME & TITLE

PHONE NUMBER

DATE: _____