



## Condo Homeowner's Association Questionnaire

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

1. Unit # \_\_\_\_\_ is \$ \_\_\_\_\_ Amount of monthly HOA dues for the subject unit.
  - a.  Yes  No Are all the dues the same within the project?
2.  Yes  No Is there a master HOA for the subject unit?
  - a.  Yes  No If yes, Are the master dues included in the monthly sub-association assessment?
    - i. If not included, provide amount: \$ \_\_\_\_\_  Monthly  Quarterly  Semi-Annually  Annually
    - ii. If unknown, what is the name and contact info for the master HOA? \_\_\_\_\_
3.  Yes  No Are all common elements and/or facilities substantially completed?
  - a.  Yes  No If no, are all common elements and/or recreational facilities associated with the subject phase completed?
4.  Yes  No Is the project subject to additional phasing and add-ons?
  - a. If yes, number of additional phases and units to be built. Phases: \_\_\_\_\_ Units: \_\_\_\_\_
5.  Yes  No Is the project a conversion of an existing building?
  - a. If yes, what was the original building purpose? \_\_\_\_\_
  - b.  Yes  No If yes, was the conversion a full gut rehabilitation?
    - i. \_\_\_\_\_ If yes, when was the conversion completed?
6.  Fee Simple  Leasehold Are the units owned in fee simple or leasehold?
7.  Yes  No Are all the units in the project fully detached?
8.  Yes  No Is the subject unit fully detached?
9.  Yes  No Are there any units less than 400 sq. ft?
10.  Yes  No Has the control of the HOA been transferred from the developer to unit owners.
  - a. \_\_\_\_\_ Date the HOA was turned over to the unit owners?
  - b. \_\_\_\_\_ If control has not been turned over, when will the control be transferred?
11. \_\_\_\_\_ Date the condo project was built
12. \_\_\_\_\_ Total number of units
13. \_\_\_\_\_ Number of units sold and closed
  - a. \_\_\_\_\_ Number of units owned as primary residences
  - b. \_\_\_\_\_ Number of units owned as second/vacation homes
  - c. \_\_\_\_\_ Number of units owned as investment/rental properties
  - d. \_\_\_\_\_ Number of units rented/leased units owned by the developer or association
  - e. \_\_\_\_\_ Number of units owned and for sale by the developer or association
14.  Yes  No Does any one person/entity own more than one unit?
  - a.  Yes  No If yes, does any one person/entity own more than 20% of the project?
  - b. \_\_\_\_\_ If there are less than 21 units in the project, please provide the number of units the one person/entity owns.
15. \_\_\_\_\_ How many units are 60 or more days past due (Please indicate even if the number is zero)?
16.  Yes  No Are there any pending or outstanding special assessments?
  - a. If yes, what is the purpose for the special assessment? \_\_\_\_\_
  - b. If yes, what is the total amount assessed? \_\_\_\_\_
  - c. If yes, what are the repayment terms? \_\_\_\_\_
  - d. If yes, is the subject unit paid in full? \_\_\_\_\_
    - i. If not paid in full, please provide current balance for subject unit: \_\_\_\_\_
  - e. If yes, how many units are 60 or more days past due on their special assessment? \_\_\_\_\_
17.  Yes  No Is there any deferred maintenance that affects the safety, structural integrity, or habitability of the building?
18.  Yes  No Has a structural and/or mechanical inspection been completed within the past 3 years?
  - a. If yes, please provide all documentation.
19.  Yes  No Does the HOA have any current or future repairs other than normal maintenance and upkeep?
  - a. If yes, please provide what they are \_\_\_\_\_
20.  Yes  No Is the HOA involved in any litigation, mediation, or arbitration (outside of the typical collections process)?

- a. If yes, please provide copy of the complaint and a current attorney letter.
21.  Yes  No Does the owner's association have a reserve fund separate from the operating account?
22.  Yes  No To the best of your knowledge, are there any adverse environmental factors affecting the project as a whole or to any of the individual units?
- a. If yes, please explain \_\_\_\_\_
23.  Yes  No Do the project legal documents include any restrictions on sale which would limit the free transferability?
- a. If yes, list the restriction (s) (i.e., Age Restrictions, First Right of Refusal, etc.) \_\_\_\_\_
24.  Yes  No Are all the common areas owned jointly by the unit owners?
- a. If no, please explain who owns the common areas if the unit owners do not. \_\_\_\_\_
25.  Yes  No Are the recreation amenities or common elements leased?
- a. If yes, please describe: \_\_\_\_\_
26.  Yes  No Is the project a multi-dwelling unit condo in which ownership of multiple units is held by a single deed of trust?
27.  Yes  No Are there any mandatory recreational fees for the project (Membership fees paid for the use of recreational amenities owned exclusively by the HOA or master association)?
- a. If yes, please describe: \_\_\_\_\_
28.  Yes  No If a unit is taken over in foreclosure or deed-in-lieu, is the mortgagee (lender) responsible for delinquent HOA dues?
- a. If yes, are they responsible for  0-6 months or  7 + months. If unsure, please provide the CCRs.
29.  Yes  No Does the HOA own and rent any units on a short-term basis?
30.  N/A or Answer below Please indicate which services are included for this condominium.
- a.  Restaurant/food service  Check-in rental desk  Daily maid service  Commercial (boutiques, spa, etc.)  
 Mandatory rental pool  Time share: \_\_\_\_ How many units within the project have fractional ownership interest?
31.  Yes  No Is there an onsite Residential Manager Unit?
- a.  Yes  No If yes, does this person assist in nightly or short-term rental assistance (check in/out or providing access to units)?
32.  Yes  No Is there an onsite registration desk or front desk?
- a. If yes, who pays for the cost of running it? \_\_\_\_\_
33.  Yes  No Is the condo project located in a Resort area?
34.  Yes  No Does the HOA have knowledge of unit owners that conduct nightly rentals or utilize a resort management company for short-term or nightly rentals?
- a. If yes, please provide an estimate of how many? \_\_\_\_\_
35.  Yes  No Does the management company assist the unit owners with any nightly or short-term rental reservation services or advertisements locally or online?
36.  Yes  No Does the HOA have rental registration website?
37.  Yes  No Does the condo project include any rentals of recreational equipment or vacation amenities or vacation packages?
38.  Yes  No Is there any knowledge of any franchise agreements, voluntary rental-pooling, revenue/profit/commission sharing agreements with the HOA? Or the management company?
39.  Yes  No Is the HOA or condo project licensed/permitted/registered as a hotel or motel or have a vacation rental license or have short-term rental registrant (regardless of who owns the units)?
40.  Yes  No Do any of the units have an interior door that adjoins to another unit?
41.  Yes  No Do the units all contain a full-sized kitchen?
42.  Yes  No Do the units have keyless door locks?
- a.  Yes  No If yes, Did the HOA fund or have access to any of the units via the keyless door locks?
43.  Yes  No Are there any manufactured housing units within the project?
44.  Yes  No Do the units have any restrictions on interior decorating?
- a. If yes, what are the restrictions? \_\_\_\_\_
45.  Yes  No Is the project or any part of the project utilized for assisted living community?
46.  Yes  No Is any part of the project used for commercial purposes?
- a. \_\_\_\_\_% If yes, what percentage of square footage?
47.  Yes  No Does the project contain any live-work units?

- a. \_\_\_\_\_ If yes, how many units?
48.  Yes  No Do the project legal documents or local zoning limit the amount of time the owner can live in their unit?
49.  Yes  No Are two board members required to sign any checks written from the reserve account?
50.  Yes  No Are the monthly bank statements being sent directly to the homeowner's association or management company?
51.  Yes  No Is the project managed by a management company?
- a.  Yes  No Does the management company have the authority to write checks or transfer funds from the HOA reserve account?
- b.  Yes  No Does the management company maintain separate records and bank accounts for each HOA that is managed?
52. Name of the HOA Contact or Property Management Company?  
\_\_\_\_\_
53. Phone # and Email address of the HOA Contact or Property Management Company:  
\_\_\_\_\_

The above information was obtained from the following representative of the project's Homeowners Association.

Certification completed by:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name / Position / Title: \_\_\_\_\_

Phone Number and Email: \_\_\_\_\_