



# Condo Project Questionnaire

To determine eligibility of financing, NQM Funding requires the information below to be provided by an officer of the HOA/Management Company. Your cooperation will assure a smooth experience for both the borrower and the seller.

**Complete and accurate information is crucial; Failure to answer all questions will render the project ineligible.**

Project Information	
Borrower Name:	Loan Number:
Lender Name:	Date:
Project Name:	
Project Address:	Unit Address:
HOA Representative:	HOA Taxpayer ID:

**All Entries below must reflect actual numbers – percentages will not be accepted**

	Legal Phase # Previous & Future Phases	# Units Per Phase	# Buildings	# Completed Units	# Units For Sale	# Units Sold or Under Contract	# Owner Occupied or Secondary Homes	# Investor Units
Totals								

\*If unable to provide # of Secondary Homes, provide # of offsite addresses here:

**Project Amenities – Check all that apply**

Hotel/Motel Operations	Timeshare	Maid Service	Room Service	Bellman	Houseboat
On-Site Registration Desk	Investment Security	Live-Work Project	Keycard Entry	Mandatory Rental Pool	Rental Pool
Short Term/ Daily Rentals	Continuing Care Facility	Investment Security	Cooperative	Manufactured Housing	Multi-Dwelling

Year project was built/converted:	Are at least 90% of units sold & closed?
Are all units & common elements complete and not subject to any additional phasing and/or additions?	Date of Project Completion:
Incomplete Projects: Is the subject legal phase, or any prior legal phases in which units have been offered for sale, substantially complete with Certificates of Occupancy?	

Is the Project a Conversion of an existing building within the last 3 years?

If Conversion, Complete the Following	Year of original build:
	Original use of the building:
	Was the conversion a 'Gut Rehab'? <small>*refers to the renovation of a property down to the shell, with replacement of all HVAC and electronic components</small>
	Date of conversion completion:
	If completion date is less than 4 years ago, submit the following to NQM Funding. <ul style="list-style-type: none"> <li>✓ Evidence of repairs completed</li> <li>✓ Reserve Study dated within the last 24 months</li> <li>✓ Evidence of working capital fund</li> </ul>

Is the Developer responsible for assessments on unsold units?	
Has the Developer turned-over project control to Unit Owners? If Yes, Turnover Date: _____ If No, Expected Date of Turnover: _____	
Is the Developer leasing/renting any units in the project? Number of units leased/rented by developer: _____	
Does the Developer retain any ownership in the project outside of unsold units? If Yes, explain what it is and how it is used.	
Is there more than one association within the project, covered by a master or umbrella association? Master/Association Name: _____ List any amenities/facilities available to the master association.	
Do the Unit Owners have rights to use all recreational facilities/common elements/amenities?	
Does the HOA share any recreational facilities/common elements/amenities with other, unaffiliated projects?	
Does the project have any mandatory, upfront membership fees for the use of recreational facilities/common elements/amenities owned by an outside party?	
Are all recreational facilities/common elements/amenities owned jointly by the Unit Owners, HOA and/or Master Association? If No, Provide explanation	
% of project used for commercial space:	Largest # of Units owned by a single entity
Are all units owned as fee simple?	Are any units owned in a leasehold? *if yes, leasehold documents must be submitted to NQM Funding
# units over 60 days delinquent on HOA dues or assessments, including REO owned units	If a unit is taken over in foreclosure, will the mortgagee be liable for more than 6 months of unpaid dues?
Is the project property subject to a recreational lease?	
Are any units in the project subject to resale or deed restrictions? *if yes, all related agreements must be submitted to NQM Funding # of Units subject to restrictions: _____	
Does the HOA maintain separate bank accounts for operating and reserve accounts?	Are 2 members of the HOA board required to sign all checks written from the Reserve Account?
Does at least 10% of the annual budget provide for funding or replacement of reserves, capital expenditures, deferred maintenance and insurance deductibles?	Current balance of Reserve Account
Is the HOA or Developer involved in any litigation and/or arbitration including the project being placed in receivership, bankruptcy, deed-in-lieu of foreclosure, or foreclosure proceedings? *if yes, all related documentation & attorney letters must be submitted to NQM Funding If Yes, Provide explanation	

<p>Are there any pending or levied special assessments by the HOA?</p>		
Total amount of assessment	Amount of assessment per Unit	Term of the assessment
Balance of the assessment	# of Unit Owners 60+ days delinquent on assessment	Nature of the assessment
<p>Does the HOA have knowledge of any adverse environmental factors affecting the project as a whole or any individual unit within the project?</p> <p>If Yes, provide explanation</p>		
<p>Has any maintenance or engineering inspection report been completed in the past 3 years?</p>		
<p>Is this project subject to evacuation orders?</p>		
<p>Has a maintenance/engineering inspection report identified any significant deferred maintenance items in the past 3 years?</p> <p><small>*if yes, evidence that items have been addressed must be submitted to NQM Funding</small></p>		
<p>Has the HOA received a directive from a regulatory or inspection agency to mark repairs due to unsafe conditions?</p> <p>If Yes, provide explanation</p>		
<p>Does the project have material deficiencies that would result in the failure of critical elements and/or systems within the next 12 months?</p> <p>If Yes, provide explanation</p>		
<p>Is there mold, water intrusion or damaging leaks that have not yet been repaired?</p> <p>If Yes, provide explanation</p>		
<p>Is there any advanced physical deterioration?</p> <p>If Yes, provide explanation</p>		
<p>Are there any unfunded repairs costing more than \$10,000 per unit that should be repaired within the next 12 months?</p> <p>If Yes, provide explanation</p>		

**When completed, this form will be utilized to assist in determining the financing eligibility of a unit within the project. The completion does not create legal liability on the part of the preparer.**

**The undersigned hereby certifies that the above information is true and correct to the best of the preparer's knowledge and is presented on behalf of the homeowner's association for the project listed.**

HOA Representative Signature

Date

Preparer Name

Preparer Title

Preparer Phone Number

Preparer Email Address