



Conventional Homeowners' Association Questionnaire Limited Review

Project Name: _____

Project Master Association Name: _____

Property Street Address: _____

City: _____ State: _____

1. Total # of legal phases is project _____ Subject Property located in legal phase #: _____

Total # of units in project _____ Total # of units in subject legal phase (if greater than two phases complete the phasing addendum at the end of this document) _____

2. # of units sold and conveyed in project _____ # of units sold and conveyed in subject phase _____

3. Are all units, common elements and amenities complete in subject project? Yes No

Are all units, common elements and amenities completed in subject legal phase? Yes No

If No, What is incomplete? _____

Number of units complete: # _____

What common elements & amenities are incomplete? _____

4. Is the project subject to any additional phasing or additions? Yes No

5. Has the homeowners' association been turned over to the unit owners? Yes No

If Yes, provide date control of Homeowners' Association turned over to unit owners _____

6. Does any investor own more than 10% of the total project? Yes No

7. Are there any monthly assessments delinquent more than 30 days? If Yes: \$ #

8. The amount currently held in the reserve for future repair and/or replacement of major components of project (If over 20 units in project) \$ _____

9. Is fidelity insurance in place covering the maximum amount of funds that will be in the custody of the owners association or Management Company at any time? (Required if project is 20 units or more) Yes No

10. Is any part of the project used for commercial purposes? Yes No

If Yes, what percentage of square footage is used for commercial purposes? _____ / #

11. Is there any pending litigation involving the homeowners' association? Yes No

If Yes, provide details and documentation of the circumstances surrounding litigation: _____

12. The project was created and exists in full compliance with applicable laws and regulations including all State law requirements in the jurisdiction where the project is located Yes No

13. Are day, night or short-term rentals permitted? Yes No

14. Does project have on-site registration or check-in desk? Yes No

15. Does project have on-site housekeeping/maid service? Yes No

16. Does project have a phone system? Yes No

17. Does project have room service? Yes No

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

Name and Title of Association Representative or Preparer

Representative or Preparer's Company Name

Address

Date of Completion

Telephone Number