LENDERMAC

**Condominium Questionnaire - LIMITED REVIEW**

**Homeowners' Association (HOA) or Management Company:** *This form has been sent to you on behalf of an individual seeking a loan for a unit in this Condominium. We need this information to determine the eligibility of the project for mortgage financing. We cannot accept "Doesn't track", "Unknown", or blanks for answers. Please include all supporting documentation relevant to any applicable questions within this questionnaire.*

## Section 1: General Information

1. **Condominium Project Name:** _____
2. **Master Association Name (if applicable):** _____
3. **Project Address:** _____
4. **Monthly Regular Assessment:** _____
5. **Monthly Special Assessment (if applicable):** _____
6. **Total Number of Units in the Project:** _____
7. **Number of Units Currently Sold and Closed:** _____
8. **Is the project fully completed (including all units and common areas)?** ☐ Yes ☐ No
9. **Has the control of the homeowners' association been turned over to the unit owners?** ☐ Yes ☐ No
10. **Is the project subject to additional phasing or annexation?** ☐ Yes ☐ No
11. **Is the project a legal condominium created under applicable state law?** ☐ Yes ☐ No
12. **Are the units owned in fee simple or leasehold?**
    - ☐ Fee Simple
    - ☐ Leasehold (If leasehold, provide copy of lease terms)

## Section 2: Project Characteristics

13. **Is the project operated as a hotel, motel, resort, or timeshare?** ☐ Yes ☐ No
14. **Does the project have multiple-dwelling units (more than one unit on a deed/mortgage)?** ☐ Yes ☐ No
15. **Are short-term rentals (daily/weekly) allowed?** ☐ Yes ☐ No
16. **Does the project have Mandatory fee-based memberships for use of project amenities or services?**

    ☐ Yes ☐ No

17. **Does the project have Bellman, Maid Services, or Registration Desk?** ☐ Yes ☐ No

18. **Are any units used for commercial purposes?** ☐ Yes ☐ No
    - If yes, what percentage of total square footage is commercial? _____%

19. **Does any single entity (individual or entity) own more than the following number of units in the project?**

    ☐ Yes ☐ No If yes, how many units? _____

    - **Projects with 5-20 Units:** 2 Units
    - **Projects with 21 or more units**: 20%

20. **Are more than 15% of the total units 60 days or more delinquent in their regular assessment fees?** ☐ Yes ☐ No
    - If yes, how many units? _____

21. **Is the project involved in any current litigation?** ☐ Yes ☐ No
    - If yes, provide details and documentation on the litigation (i.e., Attorney letter with the status of the litigation, Copy of Compliant)

## Section 3: Project Review

22. **Are there any current evacuation orders due to unsafe or uninhabitable conditions?** ☐ Yes ☐ No
    - If yes, provide a copy of the order.

23. **Are there any structural or mechanical inspection reports or other jurisdictional mandatory certifications that have been completed within 3 years?** ☐ Yes ☐ No
    - If yes, provide a copy of the reports.

24. **Are there any unfunded repairs totaling more than $10,000 per unit?** ☐ Yes ☐ No

25. **Are there any critical repairs, material deficiencies, or significant maintenance*?** ☐ Yes ☐ No
    - If yes, provide description: _____

      _____

      **Regular routine maintenance/repairs or isolated damage/deferred maintenance to one or few units (excluding subject unit) that does not affect the overall safety, soundness, structural integrity, or habitability are excluded from this consideration.*

26. **Are there any special assessments within the last year, ongoing or planned?** ☐ Yes ☐ No
    - If yes, does this special assessment have a negative impact on the financial stability, viability, and marketability of the project? ☐ Yes ☐ No
    - Provide the total amount assessed and specific repayment terms for the subject unit:

      _____
    - What does the special assessment relate to? _____
    - Are more than 15% of the total units 60 days or more delinquent in their special assessment fees?
      ☐ Yes ☐ No If yes, how many units? _____

27. **In the event that a lender acquires a unit due to foreclosure or deed-in-lieu of foreclosure, is the mortgagee responsible for paying delinquent common expense assessment?** ☐ Yes ☐ No
    - If yes, for how many months? ☐ 1-6 months ☐ 7-12 months ☐ >12 months

## Section 4: State Specifics

**California Condominiums** – complete the following information:

1. **Does the project have exterior elevated elements (i.e., balconies, decks, stairways, and walkways) higher than six (6) feet?** ☐ Yes ☐ No
    - If Yes, continue to question 2. (If the answer to question 1 is No, number 2 is not required.)

2. **When the answer to question 1 is Yes, provide the following as required per SB 326:**
    - The building inspection report, along with documentation confirming completion of any required repairs, if applicable.

**Florida Condominiums** – complete the following information if the project has **3 or more stories**:

1. **Is the project 30 years old or more?** ☐ Yes ☐ No
    - If No, continue to question 2. If Yes, continue to question 3.

2. **Is the project 25 years old or more AND located within 3 miles of the coastline?** ☐ Yes ☐ No
    - If Yes, continue to question 3. (If the answer to question 1 and 2 is No, number 3 is not required.)

3. **When the answer to the question 1 OR question 2 is Yes, provide the following as required per FL SB4-D:**
    - The building inspection report, along with documentation confirming completion of any required repairs, if applicable, AND
    - Structural integrity Reserve Study AND confirmation the budget contains sufficient reserves.

**New Jersey Condominiums** – complete the following information:

1. **Is the project 15 years old or more?** ☐ Yes ☐ No
   If No, no further action is required. If Yes, continue to question 2.

2. **Does the project have a primary load-bearing structural system made of concrete, masonry, steel, heavy timber, or hybrid construction (including podium structures)?** ☐ Yes ☐ No
    - If Yes, continue to question 3. (If the answer to question 2 is No, number 3 is not required.)

3. **When the answer to question 2 is Yes, provide the following as required per S2760/A4384:**
    - The Structural Integrity Inspection Report, along with a Reserve Study.

## Section 5: Certification

**I certify that the information provided above is accurate and complete to the best of my knowledge.**

**Name: _____**
**Title: _____**
**Company (HOA or Management): _____**
**Phone: _____**
**Email: _____**
**Signature: _____**
**Date: _____**