

PROJECT NAME

PHASE

HOA IRS TAX ID NUMBER

ADDRESS

CITY

STATE

ZIP

PROJECT'S WEBSITE

HOA INSURANCE COMPANY

PHONE NUMBER

TOTAL PROJECT INFORMATION		SUBJECT PHASE ONLY		PREVIOUS COMPLETED PHASES	
Number of Planned Units		Number of Units		Number of Phases	
Number of Planned Building		Number of Completed Units		Number of Buildings	
Number of Units for Sale		Number of Buildings		Number of Units	
Number of Units Sold		Number of Units for Sale		Number of Units for Sale	
Number of Units Conveyed/Closed		Number of Units Sold		Number of Units Sold	
Number of Owner Occupied Primary		Number of Units Conveyed/Closed		Number of Units Conveyed/Closed	
Number of Owner 2nd Home		Number of Owner Occupied Primary		Number of Owner Occupied Primary	
Number of Units Rented		Number of Owner 2nd Home		Number of Owner 2nd Home	
Number of Off-Site Addresses		Number of Units Rented		Number of Units Rented	
		Number of Off-Site Addresses		Number of Off-Site Addresses	

**Project Information: Only complete Total Project Information if Est. Project

1	Y	N	Are all common elements and/or facilities substantially complete? If no, are all the common elements associated with the subject phase complete?
2	Y	N	Is the project subject to additional phasing and add-ons? If yes, number of additional units to be built?
3	Y	N	Is the project a conversion of an existing building? If yes, year converted? Was conversion a Gut Rehabilitation?
4			Date control of HOA was/will be transferred from the developer to unit owners.
5			Date when first units made available for sale?
6	Y	N	Does any one or entity own more than one unit? If yes, list how many are owned by each.
7			How many units are ≥60 days delinquent on dues?
8	Y	N	Are there any adverse environmental factors affecting the project as a whole or as individual units?
9	Y	N	Are there any pending special assessments? If yes, explain:
10	Y	N	Is the HOA involved in any pending litigation? If yes, explain:
11			Total income budget for this year.
12			Total reserves budgeted for this year.
13	Y	N	Does the HOA have a reserve fund separate from the operating account?
14	Y	N	Are monthly account statements being sent directly to the Homeowners Association?
15	Y	N	Does the property management company have the authority to draw checks against or transfer from the reserve account?
16	Y	N	Are two or more members of the Board of Directors required to sign checks drafted against the reserve account?
17	Y	N	Can two or more units be owned by one owner as evidenced by one mortgage deed?
18	Y	N	Do the project legal documents include any restrictions on sale, which would limit the free transferability of title (i.e. age restrictions (form 38 must be completed & signed), Right of First Refusal, other deed/income restrictions)? If yes, provide all pages of condo docs.
19	Y	N	Do the project legal documents or local zoning limit the amount of time the owner can live in their unit?
20	Y	N	Are the amenities /recreational facilities/all common area owned by the HOA?
21	Y	N	If a unit is taken over in foreclosure or deed-in-lieu, is the mortgagee responsible for delinquent HOA dues? If yes, what is the maximum number of months mortgagee is responsible? FORECLOSURE: 0-6 months 6+ months DEED-IN-LIEU: 0-6 months 6+ months
22	Y	N	Does the property operate as a resort hotel, renting units on a daily basis? If yes, number of years in operation:
23			PLEASE CHECK APPLICABLE SERVICES: Restrictions on interior decorating Any units with less than 400 sq. ft. Room service Check-in rental desk Time share Daily maid service Mandatory rental pool
24	Y	N	Is part of the project is used for commercial purposes? If so, what is the percentage of square footage used?
25			Are the units owned in fee simple or leasehold?

Name and title of authorized HOA representative or management company providing the information

NAME

PHONE NUMBER

DATE

SIGNATURE

POSITION/TITLE