Example Mortgage Co. (fictional)

Condominium Project Questionnaire

Sample form written for the Questionnaire Desk demonstration. Return the completed questionnaire to the lender. The HOA or management company should answer every question.

Section 1: Project

1. Name of condominium project
2. Project street address
3. Name of the homeowners association
4. Name of the management company
5. Total number of units in the project
6. Number of units sold and closed
7. Number of units occupied by their owners as a primary residence
8. What percentage of the units are owner-occupied?
9. Number of units owned by investors
10. Does any single individual or entity own more than 10% of the units? ☐ Yes ☐ No
11. Has control of the association been turned over to the unit owners? ☐ Yes ☐ No
12. Are any units subject to hotel-type rentals or a rental pooling arrangement? ☐ Yes ☐ No

Section 2: Finances and legal

13. How many unit owners are 60 or more days delinquent in HOA dues?
14. Annual reserve contribution as a percentage of the annual budget
15. Is the association a party to any pending litigation? ☐ Yes ☐ No
16. Are there any current or planned special assessments? ☐ Yes ☐ No
17. Has the building had a structural or milestone inspection in the last five years? ☐ Yes ☐ No
18. Does the HOA have a right of first refusal on the sale of units? ☐ Yes ☐ No

Section 3: Insurance

19. Is any part of the project used for commercial purposes? ☐ Yes ☐ No
20. Is the project located in a FEMA special flood hazard area? ☐ Yes ☐ No
21. Master insurance carrier

22. Master policy expiration date

Section 4: Subject unit and preparer

23. Borrower name(s)

24. Unit number being financed

25. Name of person completing this form

26. Title

27. Phone

28. Date completed

29. Signature