

**PROJECT LEGAL NAME:** \_\_\_\_\_

**CITY AND STATE:** \_\_\_\_\_

Total # of Units	# Of Units Conveyed	# Of Developer Owned	# Of Owner Occupants	# Of Second Homes	# Of Investors

1. Does the project have any of the items listed below? Please mark all which apply. Yes \_\_\_\_\_ No \_\_\_\_\_

Multi-Dwelling Unit (more than one unit on a deed and/or mortgage)       Project is listed as an investment security with the SEC.  
 Project contains non-incidental business operations (restaurant, spa, etc.)       Project is a common interest apartment or community apt.  
 Interior decorating or furnishing restrictions       Occupancy limits or blackout dates

2. Are there short-term rentals? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what is the minimum rental period? \_\_\_\_\_ days

3. Does the project offer hotel services? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Does the project have hotel or resort ratings through hotel booking websites or travel agencies? Yes \_\_\_\_\_ No \_\_\_\_\_

5. Is the HOA a licensed hotel, motel, resort or hospitality entity? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Is the project managed by a hotel/resort management company? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Does the management company or HOA also handle rentals of units? Yes \_\_\_\_\_ No \_\_\_\_\_

8. Does the HOA or legal documents require owners to make units available for rental pooling? Yes \_\_\_\_\_ No \_\_\_\_\_

9. Does the HOA or legal documents require owners to share profits from rental or units with the HOA, management company or resort/hotel rental company? Yes \_\_\_\_\_ No \_\_\_\_\_

10. Largest number of units owned by a single person/entity. (The lowest number would be at least 1.) \_\_\_\_\_

11. No. of units over 60 days delinquent and dollar amount of delinquency? \_\_\_\_\_ / \$ \_\_\_\_\_

12. Is there any additional phasing or annexation? Yes \_\_\_\_\_ No \_\_\_\_\_

13. Are units owned fee simple (FS) or leasehold (LH)? FS \_\_\_\_\_ LH \_\_\_\_\_

14. Are all units, common areas, and amenities completed? Yes \_\_\_\_\_ No \_\_\_\_\_

15. Date Association turned over to unit owner control (Month/Year). \_\_\_\_\_

16. Is the project a conversion? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, is the project a gut rehab with renovation of property down to the shell replacement of all HVAC & electrical components? \_\_\_\_\_ Year converted \_\_\_\_\_

17. Does the project contain any governmentally regulated low- or moderate-income housing units (also known as inclusionary zoning)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, is the subject unit designated as a low to moderate income unit? Yes \_\_\_\_\_ No \_\_\_\_\_

18. Is the project subject to a recreational or land lease? Yes \_\_\_\_\_ No \_\_\_\_\_

19. Are the units subject to recurring transfer fees paid to the developer upon the sale of a unit? Yes \_\_\_\_\_ No \_\_\_\_\_

20. Does the project have a mandatory club membership? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, who owns the club? \_\_\_\_\_

21. Are there any special assessments ongoing or planned? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is the reason for the special assessment? \_\_\_\_\_

What is the amount of the special assessment and length of special assessment? \_\_\_\_\_

If the special assessment relates to repairs within the project, have those repairs been fully completed? Yes \_\_\_\_\_ No \_\_\_\_\_

22. Does the association have any reports regarding deferred maintenance? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide copy of the report.

23. Has the project received directions from a regulating or inspection agency to make repairs due to unsafe conditions? Yes \_\_\_\_\_ No \_\_\_\_\_

24. Is the association subject to any lawsuits or pre-litigation activity (e.g., mediation, arbitration, etc.)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide the complaint(s) for the lawsuit(s) and/or details of the pre-litigation activity.

25. Does the project contain commercial space?	_____ Yes	_____ No
If yes, what percentage of the project is commercial? _____%		
26. Has the HOA or Developer retained any right of first refusal?	_____ Yes	_____ No
If yes, are mortgagees excluded from this right of first refusal?	_____ Yes	_____ No
27. If a unit is foreclosed or taken back by deed in lieu of foreclosure, is the mortgagee (lender) responsible for HOA dues?	_____ Yes	_____ No
If yes, for how long? _____ 0-6 months _____ 7-12 months _____ more than one year		
28. Is the project located in a Master Association?	_____ Yes	_____ No
29. Does the HOA or management co. maintain separate accounts for operating& reserve funds?	_____ Yes	_____ No
30. Are the monthly account statements being sent directly to the HOA?	_____ Yes	_____ No
31. Does the management company have the authority to draw checks against or transfer funds from the reserve account?	_____ Yes	_____ No
32. Are 2 or more members of Board of Directors required to sign checks from the reserve account?	_____ Yes	_____ No
33. What is the balance in the segregated reserve account?	_____ \$	_____

**Acceptable sources include an officer of the condominium association or a qualified employee of the association's management company.**

\_\_\_\_\_  
Source of Information

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Website Address of Association