

Project Name: _____

Project Master Assoc. Name: _____

Property Street Address: _____

1a. Total number of units in project: _____ 1b. Number of units sold and conveyed in project: _____

2. Has the Homeowners' Association been turned over to the unit owners? YES NO

3. Are all units, common elements and amenities complete in subject project? YES NO

If no: • What is incomplete? _____

4. Is the project subject to any additional phasing or additions? YES NO

5. Is the project a conversion of an existing building? YES NO

• What date was the conversion completed? _____
If yes: • What was the original purpose of the building? _____
• Was the conversion a full gut-rehabilitation? YES NO

6. What is the highest number of units that is owned by any single investor? _____

7. Are there any unit owners delinquent on their dues by more than 30 days? YES NO

If yes: • How many are delinquent? _____

8. Is title to the units held in leasehold or fee simple?

9. Is any part of the project used for non-residential (commercial) purposes? YES NO

If yes: • What percentage of square footage is non-residential? _____ %
• What % of the annual budget is from non-residential activities? _____ %

10. The annual budget for the project is \$ _____

11. The project carries blanket coverage for: hazard, flood, HO-6 (walls-in) insurance, as well as coverage of these amount for: **Liability:** \$ _____ **Fidelity bond:** \$ _____

12. Is there any pending litigation involving the Homeowners' Association? YES NO

If yes: • Provide details and documentation of the circumstances surrounding litigation:

13. Are there any adverse factors affecting the project as a whole or as individual units? YES NO

If yes: • Provide details and documentation of the adverse factors:

14. Do the project legal documents include any restrictions on sale which would limit the free transferability of title (age restrictions, first right of refusal, etc.)? YES NO

If yes: • Provide details and documentation of restrictions:

15. Was the project created and does it exist in full compliance with applicable laws and regulations, including all State law requirements in the jurisdiction where the project is located? YES NO

16. Are unit owners subject to mandatory rental pooling agreements that require them to either rent their units or give management firm control over the occupancy of the units? YES NO

17. Does the project offer any amenities or services designed for short-term rental of units in the project? (housekeeping service, on-site registration/check-in desk, room service, etc.)

If yes: • Provide details of the amenities:

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

Date of Completion

Telephone Number