



Non-QM Loan HOA Questionnaire

Project Legal Name		HOA Prepare Name	
Subject Property		Position/ Title	
Date		Email/Phone	

1. Building Type (subject property):

☐Detached☐Attached
2. Has control of the owners association been turned over to the HOA?

☐Yes☐No

If Yes, date of the transfer: ; If No, estimated date of transfer:
3. Is the project 100% complete, including all construction or renovation of units, common elements, and shared amenities for all project phases?

☐Yes☐No

If No, complete lines a-c:

a. Is the project subject to additional phasing or annexation?

☐Yes☐No

b. Is the subject legal phase 100% complete to buyer’s preference (i.e. plumbing, electricity, sub-flooring and drywall)?

☐Yes☐No

c. Are common areas and recreational facilities associated with the subject phase complete? ☐Yes☐No
4. What's the monthly HOA Fee (subject property)?
5. Total number of phases: Subject Phase #:

	Entire project	Subject phase
a. Total number of units		
b. Total number of units under contract for sale		
c. Total number of units sold		
d. Total number of units sold and under contract to investor owner		
e. Total number of units sold and under contract to owner-occupants		

6. Does the project contain any of the following?
- a. Hotel/motel/resort activities, mandatory or voluntary rental pooling arrangements, or other restrictions on the unit owner's ability to occupy the unit.

☐Yes☐No
- b. Manufactured homes

☐Yes☐No
- c. Mandatory fee-based memberships for use of project amenities or services .

☐Yes☐No
- d. Supportive or continuing care for seniors or for residents with disabilities.

☐Yes☐No
7. Is the project Leasehold Estate or A Fee?

☐Leasehold☐Fee Simple
8. Please indicate the highest number of units by a single entity owner in the project:
9. Is there any space that is used for nonresidential or commercial purposes?

☐Yes☐No

If Yes, what percentage of the project:

10. If a unit is taken over in foreclosure or deed-in-lieu, is the mortgagee (lender) responsible for delinquent HOA dues?  
☐ Yes ☐ No

If Yes, are they responsible for: ☐ 0-6 months ☐ 7+ months

11. Is there any pending litigation involving the homeowner's association? ☐ Yes ☐ No

\*\*If Yes, provide the attorney letter and any other related document to indicate the litigation details and status.

Additional condition may apply.

12. Is the project a conversion? ☐ Yes ☐ No

If Yes, date of conversion: \_\_\_\_\_

13. Is the budget adequate and does it provide for the funding of replacement reserves for capital expenditures and deferred maintenance that is at least 10% of the budget? ☐ Yes ☐ No

14. If the unit owners in the project have the sole ownership interest in, and rights to the use of the project's facilities, common elements, and limited common elements? ☐ Yes ☐ No

15. Are more than 15% of the unit owners greater than 30 days delinquent in HOA dues? ☐ Yes ☐ No

\*\* If yes, the total number of unit owners greater than 60 days delinquent in HOA dues: \_\_\_\_\_

16. Is there currently any significant deferred maintenance or physical obsolescence noted in the project? ☐ Yes ☐ No

17. When was the last building inspection completed? \_\_\_\_\_

\*\*If completed within the last three years, provide a copy of the report.

18. Are there any special assessments unit owners are obligated to pay? ☐ Yes ☐ No

If Yes, complete lines a-d:

a. Total amount of the special assessment(s) \_\_\_\_\_

b. Monthly payment \_\_\_\_\_

c. Terms of the special assessment(s) \_\_\_\_\_

d. Purpose of the special assessment(s) \_\_\_\_\_

19. Are more than 15% of the unit owners greater than 30 days delinquent in HOA special assessment payment?  
\_\_\_\_\_

\*\* If yes, the total number of unit owners greater than 60 days delinquent: \_\_\_\_\_

20. Does the HOA own or operate a business or receive any non-incidental business income? ☐ Yes ☐ No

If Yes, describe the business/income detail: \_\_\_\_\_

21. Does the project legal documents include any restrictions on the sale, which would limit the transfer of title? ☐ Yes ☐ No

If Yes, provide detail: \_\_\_\_\_

22. Does the condominium represent a legal, but non-conforming use of the land (do zoning regulation prohibit rebuilding to current density in the event of destruction)? ☐ Yes ☐ No