



Fannie Condo Project Manager

Project Name: _____
Name of Master Association, if applicable _____
Property Street Address: _____
City & State: _____
Year Project was Built: _____

Total # of legal phases in project: _____
Total # of units in project: _____
Subject property located in Legal Phase number: _____
Total # of units in subject's legal phase _____

of units sold and conveyed in project: _____
of units under bona-fide contract in project: _____
of units sold and conveyed in subject legal phase: _____
of units under bona-fide contract in subject legal phase: _____

Breakdown of combined total of units sold/conveyed and under bona-fide contract in project:

Primary Residences: _____
Second/Vacation Homes: _____
Investor Units: _____
Retained by Developer: _____
Will developer sell units or maintain: _____

Breakdown of combined total of units sold/conveyed and under bona-fide contract in legal phase:

Primary Residences: _____
Second/Vacation Homes: _____
Investor Units: _____
Retained by Developer: _____
Will developer sell units or maintain: _____

1. Monthly HOA fee range from \$ _____ to \$ _____

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

Are all units, common elements and amenities completed in Subject Legal Phase?
YES or NO

- If NO, what is incomplete? _____
 - Number of units Incomplete? _____
 - What Common Elements & Amenities are incomplete? _____

3. Is the project a conversion? YES or NO

- Is Project a full gut rehab? YES or NO
- Is Project a non gut rehab? YES or NO

If property is a Non gut rehab conversion, provide copy of Engineers Report and evidence repairs/renovations have been completed if any of the following apply:

- Less than 90% of the units sold and conveyed
- The HOA has not been turned over to unit owners
- Project is not complete and is subject to additional phasing or annexation
- Project converted ≤ 3 years ago

4. Does any investor (with the exception of the developer on new construction or new conversion) own more than 10% of total project? YES or NO

5. Is any part of the project used for commercial purposes? YES or NO

• If YES, what percentage of total square footage is used for commercial purposes? _____

• If YES, what is use of commercial space? _____

6. The amount currently held in reserves for future repair and/or replacement of major components of the project is: \$_____

7. Are more than 15% of the total monthly condo fees for the project more than one month delinquent? YES or NO

8. Do the legal documents of the Homeowners' Association contain language that protects the first mortgagee rights? YES or NO

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

If yes, provide date control of Homeowners' Association was turned over to the unit owners _____/_____/_____
month/date/year

10. Is there any pending litigation involving the homeowners' association or developer? YES or NO

If YES, please provide documentation confirming details of the litigation

11. Have project legal documents been legally recorded (Articles of Incorporation By-Laws, Declaration, etc.) YES or NO

12. Is project built on a Leasehold Estate? YES or NO

If YES, provide leasehold agreement

13. Are there recreational leases? YES or NO

14. Is hazard insurance in place to cover 100% of the insurable replacement cost of the project improvements, including the individual units? The deductible should not exceed \$10,000 or 1% of the face amount of the insurance policy YES or NO

15. Is liability insurance in place providing at least \$1MM of coverage for bodily injury and property damage per occurrence? YES or NO

16. Is flood insurance (if required) in place providing coverage at least equal to the lesser of 100% of the insurable value of the facilities or the maximum coverage available under NFIP? (Maximum deductible is the lesser of \$5,000.00 or 1% of policy's face amount unless state law requires a higher deductible) YES or NO

17. Is fidelity bond insurance in place covering the maximum amount of funds that will be in the custody of the owners association or Management Company at any time? (Required if project is 20 units or more) YES or NO

18. Is Project a Condo hotel? YES or NO

19. Is Project part of a Master Association? YES or NO

20. Do all units contain full sized kitchen appliances? YES or NO

21. Does Project have hotel type services? YES or NO

• If yes, provide types of services

22. Are short term rentals permitted? YES or NO

23. Is project a timeshare or a segmented ownership project? YES or NO

24. Is project a houseboat project? YES or NO

25. Is project manufactured housing project? YES or NO

26. Is project a multi-dwelling unit condominium (including lockout units in project) in which ownership of multiple units is evidenced by a single deed or mortgage? YES or NO

27. Does project represent a legal, but nonconforming land use ? YES or NO

If yes does zoning regulations allow rebuilding to current density in the event of destruction? YES or NO

28. Is year-round occupancy permitted? YES or NO

29. Is there a mandatory rental clause? YES or NO

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.

Preparer's Company Name & Address

Telephone # _____
Date of Completion _____

Signature of Association's Representative or Preparer Name of Association
Representative or Preparer (printed) Title
