



NWC/HOA Questionnaire and Certification

Project Name: _____ Project Address: _____

HOA Name: _____ HOA Address: _____

Name of Master Association (if applicable): _____

1. Is the project 100% complete for all phases? Yes No

If No, complete the following questions:

- Is the project subject to additional phasing? Yes No
- Is the project legally phased? Yes No
- How many phases have been completed? Yes No
- How many phases are planned? _____
- Are all planned amenities and communal areas complete? Yes No
- Has the developer turned over control of the HOA to the unit owners? Yes No
If No, what is the estimated date for the transfer? _____

2. Does the project contain any of the following:

- Hotel/Motel activities Yes No
- Deed or resale restrictions Yes No
- Mandatory fee-based memberships Yes No
- Non-incidental income for business operations Yes No

3. Complete the following questions with respect to the project:

- What is the total number of units in the project? _____
- How many are sold and closed? _____
- How many are under contract to be sold? _____
- How many are sold or under contract to owner occupants? _____
- How many are sold or under contract to investors? _____
- Does any one person or entity own more than 30% of the total units? Yes No
If Yes, provide name(s) and number of units owned.

-
- Do the unit owners have sole ownership and the right to use the project amenities and common areas? Yes No

If No, please explain who does:

-
- Are any of the units of building used for non-residential or commercial purposes? Yes No

If Yes, what is the total square footage and percentage of total square footage?



NWC/HOA Questionnaire and Certification

- How many unit owners are 60 or more days delinquent on common assessments?

- If a lender acquires a unit due to foreclosure or deed-in-lieu of foreclosure, is the mortgage responsible for paying delinquent assessments? Yes No
If Yes, for how long (number of months)? _____
- Is the HOA involved in any active litigation? Yes No
(If Yes, provide the complaint and supportive documents regarding the outcome)
- Does the budget provide adequate funding for operations, reserves and insurance deductibles? Yes No
If No, please explain:

I hereby certify that this information is true, accurate and complete.

Name of HOA representative that completed this form: _____

Title of HOA representative that completed this form: _____

Email of HOA representative that completed this form: _____

Phone number of HOA representative that completed this form: _____

Date form completed: _____

Review requirements, documents and limitations:

- Only one non-warrantable factor per project considered
- See FCL Matrix for maximum LTV
- Completed HOA certificate is required
- Master liability insurance
- HOA budget
- Copy of current balance sheet
- For new construction CC&Rs and Bylaws
- Copy of Master property insurance and flood (if applicable)
- Litigation docs (if applicable) (document outlining complaint, attorney's opinion letter)
- Ground lease (if applicable)

NWC/HOA Questionnaire and Certification

Non-Warrantable Condo Considerations	
Characteristic	Consideration
Commercial Space	Subject unit 100% residential. Commercial space in building/project < 50%. Any commercial must be "typical to the marketplace and have no negative impact on marketability. Commercial % determined by appraiser. Commercial entity cannot control HOA.
New Projects	The project or the subject's legal phase along with other phases must be complete. All common areas in the project must be 100% complete. Minimum of 50% of units must be sold or under contract.
Delinquent HOA Dues	No more than 20% of the total units in the project may be 60 days or more past due on HOA fees.
HOA Control	The developer may be in control of the condominium association as long as the Master Agreement provides for the homeowners to take control of either a predetermined percentage of unit sales or within a defined time period.
HOA Reserves	Annual budget specifies a minimum of 5% allocation of replacement reserves.
Investor Concentration	Concentration up to 60%. Higher percentages may be accepted when there is an established history of a high percentage of rental units in the project demonstrated.
Litigation	Pending litigation may be accepted on a case-by-case basis. Litigation that involves structural issues, health and safety issues or items that will impact the marketability of the project will not be accepted.
Single Entity Ownership	Single entity ownership up to 25%