

A&D Mortgage Homeowners' Association Certification

Borrower Name: ___ Loan #: _____ Unit #: _____
 Project Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____

Project and Unit Information

- | | | | |
|---|--|---|--|
| 1. Project is:
<input type="radio"/> Condo
<input type="radio"/> PUD | 2. Unit is:
<input type="radio"/> Attached
<input type="radio"/> Detached | 3. Units are:
<input type="radio"/> Fee Simple
<input type="radio"/> Leasehold | 4. Unit owners in control of HOA?
<input type="radio"/> Yes, as of _____ (MM/YY)
<input type="radio"/> No |
|---|--|---|--|

- | | |
|---|--|
| 5a. Are all units complete?
<input type="radio"/> Yes, year built: _____
<input type="radio"/> No, est. completion date: _____ | 5b. Are all common elements and amenities with the subject phase complete?
<input type="radio"/> Yes
<input type="radio"/> No, incomplete items in the phase: _____ |
|---|--|

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|--|--|
| 6a. Is the project a legally phased project?
<input type="radio"/> Yes, # of phases planned for the project: _____
<input type="radio"/> No | 6b. If yes, is the project subject to additional phasing / annexation / add-ons?
<input type="radio"/> Yes, # of phases planned / units to be built: _____
<input type="radio"/> No |
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|---|---|
| 7a. Is the project a conversion of an existing building?
<input type="radio"/> Yes, what was original purpose of the project? _____
<input type="radio"/> No | 7b. If yes, was conversion a full gut-rehabilitation?
<input type="radio"/> Yes
<input type="radio"/> No |
|---|---|

8. Project pre-sale and owner occupancy questions are for residential units only:	<u>Entire Project</u>	<u>Subject Phase</u>
a. Date when first units made available for sale:	_____	_____
b. Total number of units:	_____	_____
c. Number of residential units sold and closed:	_____	_____
d. Number of units under contract: entire project/subject phase	_____	_____
e. Occupancy: entire project/subject phase		
i. Number of units owned as primary residence:.	_____	_____
ii. Number of units owned as second / vacation homes:	_____	_____
iii. Number of units owned as investment properties:	_____	_____
iv. Number of rented units owned by the developer/association:	_____	_____
f. Number of sales in last 90 days: entire project/subject phase:	_____	_____

- 9. How many units are over 30 days delinquent?**
- 30 days _____
- 60 days _____
- 90+ days _____

10a. Total income budgeted this year: _____ **10b. Total reserves budgeted:** _____

- | | | |
|-----------------------|-----------------------|--|
| YES | NO | |
| <input type="radio"/> | <input type="radio"/> | 11. Is project part of a "Master" or "Umbrella" Association?
If YES, please list name of Master Association: _____ |
| <input type="radio"/> | <input type="radio"/> | 12. Does any one person or entity own more than one unit?
If YES, please list entity and how many each own: _____ |
| <input type="radio"/> | <input type="radio"/> | 13. Are there any pending or outstanding special assessments?
If YES, please explain: _____ |
| <input type="radio"/> | <input type="radio"/> | 14. Is the HOA involved in any litigation, mediation, arbitration, or other dispute resolution process?
If YES, please explain and provide documentation: _____ |
| <input type="radio"/> | <input type="radio"/> | 15. Are there any adverse environmental factors affecting the project as a whole or as individual units? |
| <input type="radio"/> | <input type="radio"/> | 16. Does the homeowners' association have a reserve fund separate from the operating account?
a. If YES, is it adequate to pay for deferred maintenance? <input type="radio"/> Yes <input type="radio"/> No
b. Amount in fund: _____ |
| <input type="radio"/> | <input type="radio"/> | 17. Do the project legal documents include any restrictions on sale which would limit the free transferability of title?
a. List restrictions: _____
b. Are any units subject to Affordable Housing or Age Restrictions? <input type="radio"/> Yes <input type="radio"/> No |
| <input type="radio"/> | <input type="radio"/> | 18. Is the unit part of a legally established condominium project, in which common areas are owned jointly by unit owners? |

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19. If there are amenities / recreational facilities, are they owned by the HOA?
a. Do unit owners have sole ownership & exclusive right to project facilities? Yes No
b. Are any project facilities (parking, recreation facilities) leased to the HOA? Yes No
20. Project qualities:
a. Does the project consist of manufactured housing units?
b. Are any units less than 600 square feet?
c. Are any of the units used for "live-work" (e.g., the unit owner lives in a loft area and runs a business on the ground floor)?
d. Is the project a Continuing Care Retirement Community or Life Care Facility where residents sign long-term contracts for housing, medical, assisted-living, and other services?
21. If a unit is taken over in foreclosure or deed-in-lieu, is the lender responsible for delinquent HOA dues?
a. If yes responsible for _____ 0-6months _____ 7+ months
22. Does the property operate as a resort hotel; renting units on a daily basis?
a. If YES, years of operation: _____
b. Percentage of square footage: _____
c. Describe services offered: _____
23. Is any part of the project used for commercial purposes?
a. If yes, what percentage: _____
24. Do the project legal documents or local zoning limit the amount of time the owners can live in their unit?
25. HOA is named insured on master insurance policy?
26. Are common elements / limited common elements insured to 100% replacement cost?
a. Coverage _____
b. Deductible _____
c. Expiration Date _____
27. Are units or common improvements located in a flood zone?
a. If YES, is flood insurance in force? Yes No

b. Does this cover at least 100% replacement? Yes No

c. Or, is this the coverage maximum available per condominium federal flood program? Yes No
28. Is the HOA insured for general liability?
a. If YES, amount per occurrence: _____
29. Does the HOA provide hazard insurance coverage for the interior (walls-in) of the condominium unit?
30. Is the HOA insured for Fidelity Bond?
a. If YES, amount: _____
b. Amount carried by management company: _____
31. Minimum number of days required for written notification to be given to HOA or insurance trustee before any substantial changes or cancellation of the project coverage: _____

Insurance Carrier Information

Insurance Carrier: _____
Agent Name: _____
Phone #: _____
Email: _____

HOA Management Information

Print Name: _____
Position / Title: _____
Phone #: _____
Email: _____

Signature: _____
Date: _____