

**PROJECT LEGAL NAME:** \_\_\_\_\_

**CITY AND STATE:** \_\_\_\_\_

1.	Are there short-term rentals? _____ Yes _____ No	If yes, what is the minimum rental period?		
2.	Does the project have any of the items listed below? Please mark all which apply.	_____ Yes _____ No		
	<input type="checkbox"/> Hotel Services <input type="checkbox"/> Licensed as a hotel, motel, resort or hospitality entity <input type="checkbox"/> Rentals handled through the management company <input type="checkbox"/> Occupancy limits or blackout dates <input type="checkbox"/> Legal documents require owners to share profits from rentals of units with HOA, Management Co. or resort/Hotel rental company <input type="checkbox"/> Project contains non-incident business operations (restaurant, spa, etc.) <input type="checkbox"/> Project is listed as an investment security with the SEC	<input type="checkbox"/> Hotel or Resort ratings through hotel booking websites or agencies <input type="checkbox"/> Managed by a hotel/resort management company <input type="checkbox"/> Rental pooling <input type="checkbox"/> Interior decorating or furnishing restrictions <input type="checkbox"/> Project is a common interest apartment or community apartment <input type="checkbox"/> Multi-dwelling Unit (more than one unit on deed and/or mortgage)		
3.	Total number of units in the project.	_____		
4.	Total number of units sold and closed.	_____		
5.	Total number of units owned by the Developer. How many of the Developer owned units rented?	_____ _____		
6.	Largest number of units owned by a single person/entity. <b>(The lowest number would be at least 1.)</b>	_____		
7.	Is there any additional phasing or annexation?	_____ Yes _____ No		
8.	Are units owned fee simple (FS) or leasehold (LH)?	_____ FS _____ LH		
9.	Are all units, common areas, and amenities completed?	_____ Yes _____ No		
10.	Date Association turned over to unit owner control (Month/Year).	_____		
11.	Is the project subject to a recreational or land lease?	_____ Yes _____ No		
12.	Are the units subject to recurring transfer fees paid to the developer upon the sale of a unit?	_____ Yes _____ No		
13.	Does the project have a mandatory club membership? If yes, who owns the club? _____	_____ Yes _____ No		
14.	Is the association subject to any lawsuits or pre-litigation activity (e.g., mediation, arbitration, etc.)? If yes, provide the complaint(s) for the lawsuit(s) and/or details of the pre-litigation activity.	_____ Yes _____ No		
15.	Does the project contain commercial space? If yes, what percentage of the project is commercial? _____%	_____ Yes _____ No		
16.	Has the HOA or Developer retained any right of first refusal? If yes, are mortgagees excluded from this right of first refusal?	_____ Yes _____ No _____ Yes _____ No		
17.	If a unit is foreclosed or taken back by deed in lieu of foreclosure, is the mortgagee (lender) responsible for HOA dues? If yes, for how long? _____ 0-6 months _____ 7-12 months _____ more than one year	_____ Yes _____ No		

**SPECIAL ASSESSMENTS**

18. How many special assessments are ongoing or planned? \_\_\_\_\_  
 What is the purpose of each special assessment? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 What is the total amount of each special assessment? \_\_\_\_\_  
 When does the special assessment begin and end? \_\_\_\_\_  
 If the special assessment(s) are related to critical repairs, have all repairs been completed? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 How many unit owners are more than 60 days delinquent in their special assessment? \_\_\_\_\_

**DEFERRED MAINTENANCE**

19. Does the association have any reports regarding deferred maintenance? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, please provide copy of the report.
20. Have there been any inspections done within the past three years? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, please provide copy of the inspection report.
21. Has the project failed to pass state or other jurisdictional inspections or certifications related to structural soundness, safety, or habitability? \_\_\_\_\_ Yes \_\_\_\_\_ No
22. Is the project subject to evacuation orders? \_\_\_\_\_ Yes \_\_\_\_\_ No
23. Does the project have material deficiencies that would result in critical elements or system failures within 1 year? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, what elements are impacted? \_\_\_\_\_
24. Is there mold, water intrusion, or damaging leaks that have not been repaired? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, please explain. \_\_\_\_\_
25. Is there any advanced physical deterioration? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, what elements are impacted? \_\_\_\_\_
26. Are there any unfunded repairs costing more than \$10,000 per unit that should be repaired within the next 12 months? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, please explain. \_\_\_\_\_
27. What are the current monthly HOA dues? \_\_\_\_\_

**Acceptable sources include an officer of the condominium association or a qualified employee of the association's management company.**

 \_\_\_\_\_  
 Source of Information

 \_\_\_\_\_  
 Signature

 \_\_\_\_\_  
 Title

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 Phone Number

 \_\_\_\_\_  
 Email Address

 \_\_\_\_\_  
 Website Address of Association