

# F.H.A. SINGLE-UNIT SUBMISSION FORM

To qualify, a project must meet the following criteria:

1. Project must be an Established Condominium.
2. Project must be at least five Units.
3. Project cannot be a manufactured home.
4. All units, common elements, and facilities within the project, or legal phase must be 100% complete.
5. Project consisting of 10 or more units cannot exceed FHA concentration of 10%. Project consisting of less than 10 units can have no more than 2 units FHA Insured.
6. Project must have an Owner Occupancy Percentage of at least 50% of the total units.
7. No single entity may own more than 10% of the units. Projects with fewer than 20 units cannot have one owner owning more than 1 unit.
8. The fidelity, hazard including confirmation of wind, liability and flood insurance requirements must be met.
9. If the master or blanket insurance policy **does not provide coverage for the interior of the unit**, the borrower will be required to obtain a **“walls in” coverage policy** (commonly known as HO-6 insurance policy).
10. The condominium must be well managed. No more than 15% of the unit owners can be more than 60 days delinquent. The budget must be adequate and provides for funding of replacement reserves for capital expenditure and deferred maintenance in the amount of at least 10% of the aggregate monthly unit assessment.
11. No more than 35% of the total square footage of the project can be used for nonresidential purposes.
12. The units in the project must be owned fee simple or if in a leasehold or recreational facilities leased, the lease will need to be reviewed for conformity to the HUD requirements and an attorney’s opinion letter provided.
13. Legal documents will be reviewed for legal restriction on conveyances.
14. Any litigation must not relate to the safety, structural soundness, habitability or function use of the project any be covered by the HOA’s insurance and not exceed insurance coverages.
15. FHA Case number will need to be requested on FHA connection for a Single Unit Approval. The Single Unit Approval Case Number will default into Holds Tracking and the user will be prompted to send the required information to the FHA resource. Form 9991 must be sent to the FHA Resource Center at [answers@hud.gov](mailto:answers@hud.gov) with the subject line stating “SUA Holds Tracking” for Case number to be released.

## CHECKLIST OF ITEMS

➤ **DEPENDING ON VOLUME AND COMPLEXITY**, this review may take several business days. We strive to respond as quickly as possible, and may request further information, as circumstances dictate.

\_\_\_\_\_ **9991 Questionnaire**

\_\_\_\_\_ **Flood Cert**

\_\_\_\_\_ **Current Annual Budget**

\_\_\_\_\_ **Balance sheet from within the past 90 days**

\_\_\_\_\_ **Findings**

\_\_\_\_\_ **HOA insurance for applicable types**

\_\_\_\_\_ **Recorded Declaration**

\_\_\_\_\_ **Recorded Bylaws**

\_\_\_\_\_ **Recorded Articles of Incorporation**

