



Project/Legal Phase Name: _____

Location/Address: _____

Management Company: _____

HOA Management Officer: _____

Fill in appropriate numbers:

Subject's Phase Information:

Subject's phase #: _____ # of units total: _____ # of units complete: _____ # of units for sale: _____

of units sold: _____ # of units investor owned: _____ # of units owner occupied / second homes: _____

Subject's Project Information:

of phases: _____ # of units total: _____ # of units for sale: _____

of units sold: _____ # of units investor owned: _____ # of units owner occupied / second homes: _____

Yes No Is the project a planned unit development (PUD)? If yes, PUD questionnaire must be completed.

Yes No Is the project a condominium hotel or located within a resort area? *See Definitions* (a condominium hotel/resort is a project that is operated as a hotel or a resort (e.g., daily occupancy rates, rental/reservation desk, daily maid service, located in a resort area, etc...), although the units are individually owned.

Yes No Is the project a timeshare, segmented ownership project, houseboat, cooperative, manufactured housing? If yes, circle appropriate project.

Yes No Is the project a multi-dwelling unit condominium (in which ownership of multiple units is evidenced by a single deed and mortgage)?

Yes No Is the project the subject of current litigation in which the homeowners association or developer, if the project has not been turned over to the HOA, is named as a party to the litigation?

Yes No Has the HOA been turned over to the unit owners?

Yes No Does the project contain any commercial space? You may answer NO if: (1) the commercial space comprises no more than 20% of the total space, AND (2) the commercial use is compatible with the residential nature of the property.

- Yes No Is the project a conversion that is a non-gut rehabilitation < 3-years-old? (gut rehabilitation refers to the renovation of a property down to the shell with replacement of all HVAC and electronic components).
- Yes No Established project: are any units in the phase or common areas in the project incomplete or subject to additional phasing? New project: are any units in the building in which the subject unit is located incomplete or is the subject legal phase incomplete?
- Yes No Is the project an Investment Security (defined as projects that have documents on file with the Securities and Exchange Commission or projects where unit ownership is characterized as an investment opportunity)?
- Yes No Is the project a common interest apartment or community apartment project (any project that is owned by several owners as tenants-in-common or by HOA in which individuals have an undivided interest in a residential apartment and have the right to exclusive occupancy of a specific apartment building
- Yes No Does the project have any non-incidental business operation owned or operated by the HOA (such as but not limited to, a restaurant, spa, health club, etc.)?
- Yes No Does the condominium represent a legal, but non-conforming use of the land (if zoning regulations prohibit rebuilding to current density in the event of destruction)?
- Yes No Does any single entity other than the developer, own more than 10% of the total units in the entire project?
- Yes No Is the project a new or newly converted condo in the state of Florida?
- Yes No Is the project a FNMA / FHLMC ineligible property?
- Yes No Are more than 15% of total units in the project, 30 days or more delinquent on their HOA dues (established and new projects)?
- Yes No Are more than 15% of total units in the project, 30 days or more delinquent on their HOA dues (established and new projects)?
- Yes No Does the project consist of any units with less than 400 sq. ft.?
- Yes No N/A If the project is a 2-4 unit project, does it have more than 1 unit being sold as an investment property?

If answered "Yes" to any questions the project is ineligible. If answered "No" to all questions, continue.

In addition, the following requirements must be met:

Liability insurance is in place providing at least \$1 million of coverage for bodily injury and property damage per occurrence.

Hazard insurance is in place to cover 100% of the insurable replacement cost of the project improvements, including the individual units (the deductible amount must not exceed 5% of the policy's face amount).

Flood insurance (if required) is 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 the National Flood Insurance Program.

Condo projects (new/established) with 20 or more units: The fidelity bond Insurance must name the homeowners association as the insured and the premiums must be paid as a common expense by the HOA. Coverage must cover the maximum funds that are in the custody of the homeowners association or its management agent at any time while the policy is in force.

A lesser amount of coverage is acceptable if the project's legal documents require the homeowners association and any management company to adhere to one or more of the following financial controls:

Separate bank accounts are maintained for the working account and the reserve account, each with appropriate access controls, and the bank in which funds are deposited sends copies of the monthly bank statements directly to the homeowners association.

The management company maintains separate records and bank accounts for each homeowners association that uses its services, and the management company does not have the authority to draw checks on, or transfer funds from the homeowners association's reserve account.

Two members of the Board of Directors must sign any checks written on the reserve account.

Even then, when using the lesser amount of coverage, the fidelity insurance coverage must equal at least the sum of three months of assessments on all units in the project, plus the amount of annual dues allocated to reserves.

Adequate HOA Budget, including allocations for line items pertinent to the type of condo, funding of replacement reserves for capital expenditures, deferred maintenance (at least 10% of the budget), and adequate funding for insurance deductible amounts (for all projects utilizing CPM Expedited Review except 2-4 units).

New projects only, not including 2-4 units, the Attorney Opinion Letter / Legal Memorandum must be included. The attorney may not be an employee, principal, or officer of the developer, or sponsor of the project.

Signature of HOA/management officer and telephone number

Date

FirstBank U.W. / Reviewer's Signature

Date