

**HOMEOWNER'S ASSOCIATION
CERTIFICATION
(For Condominiums & PUDs)
Page 1 of 2**

Project Name: _____

Address: _____

City, State, Zip: _____

An officer of the Homeowner's Association or the Management Agent must complete this Certificate. Please complete the Questionnaire section pertaining to the subject project. All fields must be answered completely and the Certification section must be signed and dated by an authorized individual in order for the project to be considered for approval. We cannot complete our processing of the loan request without the return of this completed certification and the requested documents.

QUESTIONNAIRE

1. Type of Project:	<input type="checkbox"/> CONDOMINIUM <input type="checkbox"/> PLANNED UNIT DEVELOPMENT	
Answer the following questions for Condominiums and PUDs		
2. Is project a conversion?	YES	NO
3. Does the project have any commercial usage?	YES	NO
4. Are all units within the project owned in fee simple?	YES	NO
5. Does the project contain any 2-4-unit dwellings?	YES	NO
6. Is there any pending litigation involving or relating to the Homeowner's Association or project?	YES ↓	NO
	If Yes, provide details on an attachment.	
Answer the following additional questions for Condominiums only		
7. Has control of the project been turned over to the Homeowner's Association?	YES ↓	NO
	If Yes, specify date _____	
8. Has the project's construction been completed? (This included ALL buildings or phases, and all amenities, such as pools, tennis courts, walkways, parking, clubhouse, etc.)?	YES	NO ↓
	If No, describe items to be completed on an attachment	
9. Enter the following number of:		
○ Total phases completed or planned:	_____	
○ Units in project (if complete):	_____	
○ Units in subject phase (if not complete):	_____	
○ Units that are sold and closed:	_____	
○ Units that are sold but not closed:	_____	
10. Enter the total number of units within the entire project which are occupied as:		
○ Owner Occupied:	_____	
○ Second Home	_____	
○ Investment or Rental:	_____	
11. Is more than 10% of the project owned by one individual or entity?	YES	NO
12. Does the Homeowner's Association /project permit daily or weekly rentals or is it subject to any timeshare arrangements?	YES	NO
13. How many unit owners, if any, are more than 30 days delinquent in the payment of their Association fee:	_____	
14. Are there separate accounts for the working account and the reserve account which are maintained by the Homeowner's Association or management company?	YES	NO
15. Does the Homeowner's Association receive copies of monthly bank statements?	YES	NO
16. If managed by a professional management company, are separate records and accounts maintained for each owners association using the management company's services?	YES	NO
17. Does the management have the authority to draw checks on or to transfer funds from the reserve account of the Homeowner's Association?	YES	NO

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|--|--|
| 18. How many signatures are required from the Homeowner's Association to release funds (check or wire transfer)? | <input type="radio"/> Number of signatures required: _____
<input type="radio"/> Authority level required: _____
<input type="radio"/> Type of account (working or reserve): _____ |
| 19. If managed by a professional management company, does the management contract exceed a period of 3 years? | YES NO |
| 20. Does the management contract provide for termination without cause on 90 days or less written notice? | YES NO |

CERTIFICATION

I hereby certify, as an authorized representative of the Homeowner's Association of the above referenced project, or it's Management Agent that the information contained in this document is true and correct to the best of my knowledge as of the following date:

_____ DATE _____

Homeowner's Association Name or Management Agent Name

Signature of authorized representative

Name and title of authorized representative

(_____) _____
Phone Number

REQUIRED DOCUMENTS

- Please attach the following documents:**
- Evidence of the following insurance coverage (as applicable):**
 - Hazard (Condo & PUD projects)
 - Flood (Condo & PUD projects)
 - Earthquake (California Condo projects)
 - Comprehensive General Liability (CGL) (Condo & PUD projects)
 - Fidelity Bond (Condo projects larger than 20 units)
 - Current Budget** (Condo projects where developer control has not terminated or where control has been under the control of the home owners for less than 2 years)
 - CC&R's, By-Laws, Regulations and Declaration of Condominium** (Condo projects where developer control has not terminated or that are subject to phasing or add-ons that are not yet completed)
 - Land/ground lease** for Condo & PUD projects located on leasehold property

RETURN COMPLETED CERTIFICATION TO:

Name: _____

Address: _____

City, State & Zip: _____