



# D3 Condominium Project Questionnaire

**HOA/Management Company:** The mortgage lender is requesting the following information about a condo project in your community/building to determine if the property qualified for mortgage financing. To determine eligibility of financing, D3 requires the information below to be provided by an officer of the HOA/Management Company.

**Lender:** Please complete the **noted fields** under project info & on the bottom of pg 3 below. **Questions? email ops@defytpo.com**

Project Information								
Borrower Name:				Loan Number:				
<b>Lender Name:</b>				Date:				
Project Name:								
Project Address:				Unit Address:				
HOA Representative:				HOA Taxpayer ID:				
All Entites below must reflect actual numbers – percentages will not be accepted								
	Legal Phase # Previous & Future Phases	# Units Per Phase	# Buildings	# Completed Units	# Units For Sale	# Units Sold or Under Contract	# Owner Occupied or Secondary Homes	# Investor Units
Totals								
*If unable to provide # of Secondary Homes, provide # of offsite addresses here:								
Project Amenities – Check all that apply								
<input type="checkbox"/> Hotel/Motel Operations	<input type="checkbox"/> Timeshare	<input type="checkbox"/> Maid Service	<input type="checkbox"/> Room Service	<input type="checkbox"/> Bellman	<input type="checkbox"/> Houseboat			
<input type="checkbox"/> On-Site Registration Desk	<input type="checkbox"/> Investment Security	<input type="checkbox"/> Live-Work Project	<input type="checkbox"/> Keycard Entry	<input type="checkbox"/> Mandatory Rental Pool	<input type="checkbox"/> Rental Pool			
<input type="checkbox"/> Short Term/ Daily Rentals	<input type="checkbox"/> Continuing Care Facility	<input type="checkbox"/> Investment Security	<input type="checkbox"/> Cooperative	<input type="checkbox"/> Manufacture d Housing	<input type="checkbox"/> Multi-Dwelling			
Year project was built/converted:				Are at least 90% of units sold & closed? Select				
Are all units & common elements complete and not subject to any additional phasing and/or additions? Select				Date of Project Completion:				
Incomplete Projects: Is the subject legal phase, or any prior legal phases in which units have been offered for sale, substantially complete with Certificates of Occupancy? Select								
1. Is this project a conversion of an existing structure within the last 3 years? Select								
If Conversion, Complete the Following	Year of original build:							
	Original use of the building:							
	Was the conversion a ‘Gut Rehab’? *refers to the renovation of a property down to the shell, with replacement of all HVAC and electronic components Select							
	Date of conversion completion:							
	If completion date is less than 4 years ago, submit the following to D3  ✓Evidence of repairs completed ✓Reserve Study dated within the last 24 months ✓Evidence of working capital fund							

2. Is the Developer responsible for assessments on unsold units?	Select
3. Has the Developer turned-over project control to Unit Owners?	
If Yes, Turnover Date:	If No, Expected Date of Turnover:
4. Is the Developer leasing/renting any units in the project? Number of units leased/rented by developer:	Select
5. Does the Developer retain any ownership in the project outside of unsold units?	
If Yes, explain what it is and how it is used.	
6. Is there more than one association within the project, covered by a master or umbrella association?	Select
Master/Association Name:	
List any amenities/facilities available to the master association.	
7. Do the Unit Owners have rights to use all recreational facilities/common elements/amenities?	
Select	
8. Does the HOA share any recreational facilities/common elements/amenities with other, unaffiliated projects?	Select
9. Does the project have any mandatory, upfront membership fees for the use of recreational facilities/common elements?	Select
10. Are all recreational facilities/common elements owned jointly by Unit Owners/HOA and/or the Master Association?	
If No, Provide explanation	
11. % of project used for commercial space:	12. Largest # of Units owned by a single entity
13. Are all units owned as fee simple?	14. Are any units owned in a leasehold? *if yes, leasehold documents must be submitted to D3
Select	Select
15. # of Units 60+ days delinquent on HOA dues or assessments	16. If a unit is taken over in foreclosure, will the mortgagee be responsible for more than 6 months of unpaid dues?
	Select
17. Is the project property subject to a recreational lease?	
Select	
18. Are any units in the project subject to resale or deed restrictions? *if yes, all related agreements must be submitted to D3	
Select	
# of Units subject to restrictions:	
19. Does the HOA maintain separate bank accounts for operating and reserve accounts?	20. Are 2 members of the HOA board required to sign all checks written from the reserve account?
Select	Select
21. Does at least 10% of the annual budget provide for funding or replacement of reserves, capital expenditures, deferred maintenance and insurance deductibles?	22. Current balance of Reserve Account
Select	
23. Is the HOA or Developer involved in any litigation and/or arbitration including the project being placed in receivership, bankruptcy, deed-in-lieu of foreclosure, or foreclosure proceedings? *if yes, all related documentation & attorney letters must be submitted to D3	
Select	
If Yes, Provide explanation	

24. Are there any pending or levied special assessments by the HOA? See and fill the below.		
Total amount of assessment	Term of the assessment	Select
Balance of the assessment	Nature of the assessment	
Total amount of assessment per Unit	# of Unit Owners 60+ days delinquent on assessment	
25. Does the HOA have knowledge of any adverse environmental factors affecting the project as a whole or any individual unit within the project?		
		Select
If Yes, provide explanation		
26. Has any maintenance or engineering inspection report been completed in the past 3 years?		
		Select
27. Is this project subject to evacuation orders?		
		Select
28. Has a maintenance/engineering inspection report identified any significant deferred maintenance items in the past 3 years?		
*if yes, evidence that items have been addressed must be submitted to D3		Select
29. Has the HOA received a directive from a regulatory or inspection agency to make repairs due to unsafe conditions?		
		Select
If Yes, provide explanation		
30. Does the project have material deficiencies that would result in the failure of critical elements and/or systems within the next 12 months?		
		Select
If Yes, provide explanation		
31. Is there mold, water intrusion or damaging leaks that have not yet been repaired?		
If Yes, provide explanation		Select
32. Is there any advanced physical deterioration?		
		Select
If Yes, provide explanation		
33. Are there any unfunded repairs costing more than \$10,000 per unit that should be repaired within the next 12 months?		
		Select
If Yes, provide explanation		

When completed, this form will be utilized to assist in determining the financing eligibility of a unit within the project. Please note that the completion does not create legal liability on the part of the preparer.

The undersigned hereby certifies that the above information is true and correct to the best of the preparer’s knowledge and is presented on behalf of the homeowner’s association for the project listed.

HOA Representative Signature

Date

Preparer Title

Preparer Phone

Preparer Email

Lender Phone

Lender Email

Lender Address