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| --- | --- | --- |
| Date | Loan No. | Property Seller Name & Phone |
| Project Name (Exact) | | |
| Project Address: (including county) | | |
| Phase# (if applicable) | | |
| Borrower(s) | | |

**HomeBridge is processing a mortgage loan on the subject property listed above. The following information is required to complete the process. Your timely response is appreciated.**

**PROJECT PROFILE** *(TO BE COMPLETED BY HOA, MANAGING AGENT)*

**Name of Association or Management Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Number of total units in project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the monthly dues for the subject unit? $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** |  |  |
| 1. |  |  | Are the unit owners in control of the HOA? If yes, as of \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ (month/year) (if no, ineligible for limited review) | |
| 2. |  |  | Are all common elements and amenities completed, including those that are part of any master association? (if no, ineligible for limited review) | |
| 3. |  |  | Is the project complete and not subject to additional phasing? (if no, ineligible for limited review) | |
| 4. |  |  | Is the project a Condotel (front desk, daily maid service, on-site rental desk, etc.) (if yes, ineligible) | |
| 5. |  |  | Does the project have a legal name that contains “resort”, “hotel”, or “motel”? (if yes, master assn. legal documents required and Condo Dept must review) | |
| 6. |  |  | Is project subject to time-share ownership or mandatory rental pools or is an individual property owner’s ability to utilize the property curtailed in any way? (if yes, ineligible) | |
| 7. |  |  | Is the project an investment security? (if yes, ineligible) | |
| 8. |  |  | Does the project consist of property that is not real estate (e.g. houseboat, boat slip, etc.)? (houseboat, ineligible) | |
| 9. |  |  | Do the CCRs split ownership or curtail the borrower’s ability to utilize the property? (if yes, ineligible) | |
| 10. |  |  | Is it a live work project? If yes, is it mostly residential in character and are the unit owners operates of the business?  Yes  No (if yes, may be eligible; provide documentation to Condo Dept. for review) | |
| 11. |  |  | Are multi-dwelling units allowed (owner owns more than 1-unit secured by a single deed and single mortgage) (if yes, ineligible) | |
| 12. |  |  | Is the project subject to zoning restrictions that would prohibit the project from being re-built to current density? (if yes, ineligible) | |
| 13. |  |  | Is the project a continuing care facility? (if yes, ineligible) | |
| 14. |  |  | Does the project have any non-incidental business operation owned or operated by the HOA? If yes, what percentage of the projects budgeted income comes from non-incidental business operations? \_\_\_\_\_\_\_\_\_% (>15%, ineligible) | |

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|  | **Yes** | **No** |  |
| 15. |  |  | Is more than 25% of the total square footage of the project used for nonresidential purposes (commercial space)? (if yes, ineligible) |
| 16. |  |  | Are unit owners required to pay mandatory upfront and/or periodic membership fees for use of recreational amenities **not** owned by the HOA (i.e. owned by an outside party including developer/builder)? (if yes, ineligible) |
| 17. |  |  | Does the project contain manufactured homes? (if yes, ineligible) |
| 18. |  |  | Does the project permit a priority lien for unpaid common expenses in excess of 6 months? If yes, provide a copy of the Declaration/Master Deed or state statutes (if yes, may be eligible; provide documentation to Condo Dept. for review) |
| 19. |  |  | Is the HOA a party to any current/pending litigation or pre-litigation (e.g. arbitration or mediation)? If yes, please provide details separately (if yes, may be eligible; provide documentation to Condo Dept. for review) |
| 20. |  |  | Projects consisting of 21 or more units: Does any individual or entity own more than 20% of total units? # of units \_\_\_\_\_/\_\_\_\_\_% (if yes, ineligible) |
| 21. |  |  | Projects consisting of 5-20 units: Does any individual or entity own more than 2 units?  # of units \_\_\_\_\_ (if yes, ineligible) |
| 22. |  |  | Is project a conversion? If yes, give date: \_\_\_\_\_\_ /\_\_\_\_\_\_ (if <3 years, ineligible for limited review)  Month Year |
| 23. |  |  | If yes to #21 was it a “gut rehab”? (if yes, ineligible for limited review) |
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