



I. Project and Unit Information

	Question	Answer
1	Units are:	If Leasehold, project is ineligible.
2	Are unit owners in control of HOA?	Developers or unit owners may be in control. If Developer is in control, project is subject to New Condo Project guidelines.
3	Units in Subject's Phase/Project:	Include all existing and planned units.
4	How many units are sold and closed?	If < 90% of units in subject's phase, project is subject to New Condo Project guidelines.
5	Are all common elements and amenities complete?	If No, project is ineligible.
6	Is the project a conversion of an existing building?	Conversions must be at least 3 years old.
7	Any person or entity own more than 20% of units in the project?	If Yes, project is ineligible. Builder/developer may own more than 20% of the units, in which case project is subject to New Condo Project guidelines.
8	Is the HOA involved in any litigation, mediation, arbitration or other dispute resolution process?	If Yes, obtain details (ex. attorney opinion letter) and determine risk. If litigation affects the structure or marketability, the project is ineligible.
9	Are there adverse environmental factors affecting the project as a whole or as individual units?	If Yes, the appraiser must address the impact on value and marketability.
10	Does the project contain any of the following?	If any boxes are checked, project is ineligible.

II. Financial and Insurance Information

	Question	Answer
1	How many units are over 30 days delinquent and what are the balances owed?	If more than 15% of the total units or more than 10% of the total budget are greater than 29 days delinquent, project is ineligible.
2	What is the total income and reserves budgeted for this year?	At least 10% of the total budget must be allocated for reserves.
3	Does the homeowner's association have a separate reserve fund? If Yes, this may be combined with the reserve amount listed in question #2.	If Yes, this may be combined with the reserve amount listed in question #2.
4	If there a master flood insurance policy in place for any units or common elements located in a flood zone?	If No, project is ineligible.
5	Is the homeowners' association insured with a \$1MM general blanket policy?	If No, project is ineligible.
6	Is the homeowners' association insured with at least \$300,000 Fidelity Bond coverage?	If No and project has more than 20 units, project is ineligible.

