

**FHA Condominium Loan Level/
Single-Unit Approval
Questionnaire**

**U.S. Department of Housing
and Urban Development**
Office of Housing

Public Reporting Burden for this collection of information is estimated to average ~~1.0~~ **.75** hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number. This information collection is required to obtain or retain benefits. This information will not be held confidential. The information is used to process single-unit approvals for forward mortgages and Home Equity Conversion Mortgages. This information is collected to determine if a condominium project is eligible for FHA project approval and if a unit in an approved or unapproved condominium project is eligible for FHA-insured financing. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of the Chief Information Officer, U.S. Department of Housing and Urban Development, 451 7th Street SW, Washington, DC 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (OMB Number: 2502-0610) Washington, DC 20503. Do not send this completed form to either of the above addresses.

General: ~~The Mortgagees must complete the questionnaire as outlined in Form HUD-9991 Instructions and provide the required documentation per Handbook 4000.1, FHA Single Family Housing Policy Handbook. will identify which sections the Condominium Association/Management Company should complete by marking the appropriate checkbox(s) below, and complete Section 1 of this questionnaire. The Condominium Association/Management Company is to complete Section 2 as well as any section(s) checked below and return the completed questionnaire to the Mortgagee.~~

~~Section 3: Loan Level Requirements Section 4: Additional Requirements for Single-Unit Approval~~

FHA Case Number: _____ Lender Loan Number: _____

Section 1: Mortgagee Information. ~~To be completed by the Mortgagee.~~

1.a. Mortgagee Information			
Mortgagee Name:		FHA Lender Lender ID Number:	
Street Address:		City:	
State:City:	Zip Code:State:	Phone Number:Zip-Code:	Fax Number:Phone-Number:
Contact Name/Title:		Email Address:	
Contact Name:	Email Address:		
	Fax Number:		

Section 2: Condominium Project Information. ~~To be completed by the Condominium Association or Management Company.~~

2.a. Condominium Project <input type="checkbox"/> Loan Level <input type="checkbox"/> <input type="checkbox"/> Single-Unit <input type="checkbox"/>	
Legal Name of Project: _____	FHA Condo-ID Number:
Street Address:	

2.b. Condominium Association			
Condominium Association Name:		Association Tax ID Number:	
Street Address:			
City:	State:	Zip Code:	Phone Number:
Association Contact Name / Title:		Email Address:	Fax Number:
2.a. Condominium Project		Loan Level <input type="checkbox"/>	Single-Unit <input type="checkbox"/>
City:	State:	Zip Code:	
Project Completion Date:	Number of Phases:	Number of Completed Phases:	

2.b. Condominium Association			
Condominium Association Name:		Association Tax ID Number:	
Street Address:		City:	
State:	Zip Code:	Phone Number:	Fax Number:
Contact Name / Title:		Email Address:	

2.c. Management Company <input type="checkbox"/> N/A			
Management Company Name:			
Street Address:			
City:	State:	Zip Code:	Phone Number:
Management Contact Name / Title:		Email Address:	Fax Number:

Section 3: Condominium Project Eligibility Loan Level Requirements. Must be To be completed by the Condominium Association or Management Company and used completed to verify both Loan Level and Single-Unit Approval requirements for Units located in an Approved Condominium Project/phase and Single-Unit Approvals.

3.a. <u>Occupancy Requirements by Construction Type</u>	
1. Owner Occupancy	
<ul style="list-style-type: none"> • <u>Owner-occupied Units include any Unit:</u> <ul style="list-style-type: none"> - <u>Occupied by the owner for any portion of the calendar year and that is not rented for a majority of the year;</u> - <u>listed for sale, and not listed for rent, that was previously occupied by the owner, as described above; or</u> - <u>sold to an owner who intends to occupy the Unit as described in the first bullet of this section.</u> • <u>A Unit owned by the builder/developer is not an owner-occupied Unit.</u> • <u>A Non-owner occupied Unit refers to a Unit that does not meet the requirements above.</u> 	
2. Check Appropriate Construction Type for Condominium Project.	
<input type="checkbox"/> Existing Construction (>12 Mo. old) <input type="checkbox"/> Complete Legal Phase <input type="checkbox"/> New Construction Complete (< 12 Mo. Old)	
# of Units	
3. Provide the Total Number of Units in the Condominium Project	

i. Provide number of Owner -occupied Units (as described in section 3.a.1)	
ii. Provide number of Non-owner occupied Units	

3.a. Occupancy Requirements by Construction Type	
1. Owner Occupancy	
Owner-occupied Units include any Unit:	
<ul style="list-style-type: none"> — occupied by the owner for any portion of the calendar year and that is not rented for a majority of the year; — listed for sale, and not listed for rent, that was previously occupied by the owner as described in (i) above; or — sold to an owner who intends to occupy the Unit as described in the first bullet of this section. 	
A Unit owned by the builder/developer is not an owner-occupied Unit.	
NOTE A non-owner occupied Unit refers to a Unit that does not meet the requirements above.	
2. Existing Construction Occupancy	
<input type="checkbox"/> Existing Construction (greater than 12 months old)	# Units in Project
a. Provide the Total Number of Units in the Condominium Project.	
i. Provide number of Owner -occupied Units (as described in section 3.a.1)	
ii. Provide number of Non-owner occupied	
3. New Construction (not eligible for Single Unit Approval)	
<input type="checkbox"/> New Complete Project (less than 12 months old); or	
<input type="checkbox"/> Legal Phase	
Total Number of Units in the Condominium Project	
<ul style="list-style-type: none"> — Multi-phased Condominium Project: Include the total number of Units in the first declared Legal Phase and cumulatively on subsequent Legal Phases. — Single-phased Condominium Project: Include all Units. 	
a. Provide the Total Number of Units in the Condominium Project	
i. Provide number of Owner -occupied Units (as described in section 3.a.1)	
ii. Provide number of Non-owner occupied Units	

3.b. Individual Owner Concentration	Yes	No
1. Does any single owner or group of related owners own more than one Unit? If "Yes," please complete the information in the table. A group of related owners refers to entities with a common ownership.	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Individual Owner Concentration comply with the FHA requirement?	<input type="checkbox"/>	<input type="checkbox"/>
23. Individual / Entity Name (Attach list for additional individual owners as necessary)	Developer / Builder / Sponsor	#Number of Units Owned
	<input type="checkbox"/>	
	<input type="checkbox"/>	
Attach list for additional individual owners as required.		

3.c. Property Information		Yes	No
Please answer the following questions. Is the Condominium Project: Is the Unit located in any of the following:			
1.	A Condominium Project under a Leasehold Interest?	<input type="checkbox"/>	<input type="checkbox"/>
2.	A Gut Rehabilitation (Gut Rehab) conversion project?	<input type="checkbox"/>	<input type="checkbox"/>
3.	A New Construction project? (Including Proposed Construction, Under Construction, or Existing Construction Less than a Year)	<input type="checkbox"/>	<input type="checkbox"/>
4.	A Manufactured Home Condominium Project?	<input type="checkbox"/>	<input type="checkbox"/>

3.d. Units in Arrears	# Units
1. How many Units are more than 60 Days past due on their Condominium Association dues and special assessment payments? (Excluding late fees or other administrative expenses)	Number

3.e. Insurance Requirements		Yes	No
1. Walls-In	Does the Condominium Association have a master or blanket insurance policy that includes interior Unit coverage and will cover the replacement of interior improvements the Borrower may have made to the Unit? If "No," <u>at the Borrower must obtain a Walls-In policy (HO-6) covering the same is required.</u>	<input type="checkbox"/>	<input type="checkbox"/>
2. Hazard Insurance	Does the Condominium Association have a master or blanket Hazard Insurance policy in an amount equal to at least 100% of the insurable replacement cost of the Condominium Project, including the individual Units in the Condominium Project?	<input type="checkbox"/>	<input type="checkbox"/>
3. Flood Insurance	Are Units or Common Elements located in a Special Flood Hazard Area (SFHA)? If "Yes," Flood Insurance is in force equaling (select only one option below): <input type="checkbox"/> 100% replacement cost; <input type="checkbox"/> Maximum coverage per Condominium Unit available under the National Flood Insurance Program (NFIP); or <input type="checkbox"/> Some other amount (enter amount here) \$ _____.	<input type="checkbox"/>	<input type="checkbox"/>

3.f. Checklist of Required Documentation for All Units (Loan Level and Single Unit Approval)		
	Corresponding Section	Required Documentation
<input type="checkbox"/>	3.e.1. Walls-In Insurance (if included in Condominium Association master/blanket policy)	Certificate of insurance or complete copy of the insurance policy.
<input type="checkbox"/>	3.e.2. Hazard Insurance	Certificate of insurance or complete copy of the insurance policy.
<input type="checkbox"/>	3.e.3. Flood Insurance	Federal Emergency Management Agency (FEMA) flood map with the Condominium Project location clearly marked; and, if applicable: <input type="checkbox"/> the certificate of insurance or a complete copy of the NFIP policy; and

3.f. Checklist of Required Documentation for All Units (Loan Level and Single Unit Approval)		
		<input type="checkbox"/> the Letter of Map Amendment (LOMA), Letter of Map Revision (LOMR), or elevation certificate.
<input type="checkbox"/>	3.c.1. Property Information- Leasehold Interest	Leasehold agreement and any other documentation required by the Mortgagee to comply with FHA's leasehold guidance.
<input type="checkbox"/>	3.c. Property Information- New Construction, Gut Rehab, Manufactured Home	Mortgagee to determine eligibility and may request additional documentation for Units located in these types of Properties.

Condominium Association / Management Company Certification:

I certify that I have completed Sections 2 and 3 of the questionnaire using information and resources that, to the best of my knowledge and belief, are correct and reliable, and that I have submitted the required documentation.

Name (printed) _____ Title and Company Name

Signature _____ Date

Section 4: Additional Requirements for Single-Unit Approval. Mortgagee must complete this section for approval of a Unit located in a Condominium Project. To be completed by the Condominium Association or Management Company and reviewed by the Mortgagee in combination with the information in Section 3 to verify FHA's requirements for approval of a Unit located in a Condominium Project that is not FHA-approved.

4.a. Project Eligibility				
Does the Condominium Project, Unit(s), or Common Elements have any of the following characteristics?			Yes	No
1.	Cooperative ownership		<input type="checkbox"/>	<input type="checkbox"/>
2.	Condominium hotel or "condotel"		<input type="checkbox"/>	<input type="checkbox"/>
3.	Mandatory rental pooling agreements that require Unit owners to either rent their Units or give a Management Company control over the occupancy of the Units		<input type="checkbox"/>	<input type="checkbox"/>
4.	Timeshare or segmented ownership projects		<input type="checkbox"/>	<input type="checkbox"/>
5.	Multi-dwelling condominiums (more than one dwelling per Condominium Unit)		<input type="checkbox"/>	<input type="checkbox"/>
6.	Houseboat project		<input type="checkbox"/>	<input type="checkbox"/>
7.	Continuing care facility		<input type="checkbox"/>	<input type="checkbox"/>
8.	Coastal Barrier Resources System (CBRS) location		<input type="checkbox"/>	<input type="checkbox"/>
9.	Adverse determination for significant issues identified by FHA		<input type="checkbox"/>	<input type="checkbox"/>
10.	A Certificate of Occupancy that was issued less than one year ago or has never been occupied		<input type="checkbox"/>	<input type="checkbox"/>
11.	Less than five Units		<input type="checkbox"/>	<input type="checkbox"/>
12.	Located in an Approved Condominium Project or unapproved Legal Phase of a Condominium Project with an approved Legal Phase		<input type="checkbox"/>	<input type="checkbox"/>

4.ab Recorded Documents and Transfer of Control		Yes	No
1.	Have governing documents been recorded as required by applicable law? Check here if not required: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<u>Do the governing documents allow for Live/Work arrangements that comply with FHA requirements?</u> <u>Does the Condominium Project allow for Live/Work arrangements?</u>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Has control of the Condominium Association been transferred from the developer/builder to the Unit owners?	<input type="checkbox"/>	<input type="checkbox"/>

4.be Financial Condition		Yes	No
1.	Does the Condominium Association have a reserve account for capital expenditures and deferred maintenance? <u>If Yes, provide the following information:</u> a. <u>Reserve Account Balance: \$ _____ as of _____ (MM/YYYY)</u>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the Condominium Association maintain separate accounts for operating and reserve funds?	<input type="checkbox"/>	<input type="checkbox"/>
3.	For projects with Commercial/Non-Residential Space, are the residential and commercial portions of the Condominium Project independently sustainable? Check here if not applicable: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Has the project experienced a Financial Distress Event within the last 36 months?: <ul style="list-style-type: none"> • sought protection under bankruptcy laws; • been placed into receivership (mandated or voluntary); • been subject to foreclosure or any seizure of assets by creditors; or • offered a Deed in Lieu (DIL) of Foreclosure? 	<input type="checkbox"/>	<input type="checkbox"/>
5.	Provide the following information: a. Annual Condominium Association Dues: \$ _____ b. Special Assessments: \$ _____	<u>Amount</u>	
a.	Annual Condominium Association Dues:	\$	
b.	Special Assessments: _____ Total Combined Annual Condominium Association Dues	\$	
c.	Reserve Account Balance:	\$	
	and Special Assessments: \$ _____		

4.cd. Commercial/Non-Residential Space <input type="checkbox"/> N/A		Sq. Footage
1.	Total square footage <u>of the Condominium Project</u>	
2.	Total square footage of Commercial/Non-Residential Space	
3.	Total square footage of the Residential Space	

4.de. Additional Insurance Requirements for Single-Unit Approval			Yes	No
Insurance Type				
1.	Liability Insurance	Does the Condominium Association maintain a comprehensive Liability Insurance <u>policy</u> for the entire Condominium Project, including all common	<input type="checkbox"/>	<input type="checkbox"/>

4.de. Additional Insurance Requirements for Single-Unit Approval				
		areas, Common Elements, public ways, and all other areas that are under its supervision, in the amount of at least \$1 million for each occurrence?		
2.	Fidelity Insurance	Does the Condominium Association maintain Fidelity Insurance for all officers, directors, and employees of the Condominium Association and all other persons handling or responsible for funds administered by the Condominium Association (including Management Company)?	<input type="checkbox"/>	<input type="checkbox"/>
3.	<u>Hazard Insurance</u>	<u>Does the Condominium Association have a master or blanket Hazard Insurance policy in an amount equal to at least 100% of the insurable replacement cost of the Condominium Project, including the individual Units in the Condominium Project?</u>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<u>Flood Insurance</u>	<u>Are Units or Common Elements located in a Special Flood Hazard Area (SFHA)? If "Yes," Flood Insurance is in force equaling (select only one option below):</u> <input type="checkbox"/> 100% replacement cost; <input type="checkbox"/> Maximum coverage per Condominium Unit available under the National Flood Insurance Program (NFIP); or <input type="checkbox"/> Some other amount (enter amount here) \$ _____.	<input type="checkbox"/>	<input type="checkbox"/>

4.ef. Litigation			Yes	No
1.	Is the Condominium Project or Condominium Association subject to any <u>pending</u> Litigation risk? If "Yes," provide a signed and dated explanation.		<input type="checkbox"/>	<input type="checkbox"/>

4.g. Additional Required Documentation for Single-Unit Approval		
Section	Required Documentation	
<input type="checkbox"/> 4.b. Recorded Documents and Transfer of Control	Recorded Covenants, Conditions and Restrictions (CC&R) and bylaws.	
<input type="checkbox"/> 4.d. Commercial/Non-Residential Space	Recorded Site Condominium plans and recorded CC&Rs.	
<input type="checkbox"/> 4.c. Financial Condition—only Required for Projects with Commercial/Non-Residential Space	<ul style="list-style-type: none"> • a current year budget approved by the board(s); • an income and expense statement for the previous year's end results; • a year-to-date income and expense statement dated within 90 days if the prior year-to-date actuals are more than 90 Days old; and • a current balance sheet dated within 90 Days prior to the date of submission. 	
<input type="checkbox"/> 4.e.1. Liability Insurance	Certificate of insurance or a complete copy of the insurance policy.	
<input type="checkbox"/> 4.e.2. Fidelity Insurance	Certificate of insurance or a complete copy of the insurance policy from the Condominium Association and/or from the Management Company.	
<input type="checkbox"/> 4.f.1. Litigation	Explanation for pending Litigation.	

~~Condominium Association / Management Company Certification:~~

~~I certify that I have completed Section 4 of the questionnaire using information and resources that, to the best of my knowledge and belief, are correct and reliable, and that I have submitted the required documentation.~~

Name (printed)

Title and Company Name

Signature

Date

Mortgagee's Certification:

I, the undersigned, certify that the information provided above was collected within the last 90 days and accurately represents the information obtained from verifiable and reliable sources including a Condominium Association, public records, independent third parties or other data sources. The information and statements contained in all sections of the questionnaire are true and correct to the best of my knowledge and belief and that all required documents have been provided.

I have received the completed questionnaire from a **reliable source** and, to the best of my knowledge and belief, the information and statements contained in all sections of the questionnaire are true and correct.

Name (printed)

Title and Company Name

Signature

Date

WARNING: This warning applies to all certifications made in this document.

Anyone who knowingly submits a false claim, or makes false statements is subject to criminal and civil penalties, including confinement for up to 5 years, fines, and civil penalties. 18 U.S.C. §§ 287, 1001 and 31 U.S.C. §3729

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