



A Division of CMG Mortgage, Inc. NMLS #1820

CMG VA Condo Project-Level Submission Requirements

Please note that these docs will be sent to the VA for their review and approval which can take 30-60 days max.
CMG cannot originate VA loans in condos that have not been approved by the VA.

Project Address: _____

Project Name: _____

Phase ____ **of** ____

Requestor Contact Name and Email: _____

- CMG VA Questionnaire
- Master Insurance Certificate showing active coverage for:
 - Hazard: Replacement Cost Value
 - Liability: Non-Elevator Building \$1M per occurrence
 - Fidelity Bond/Employee Dishonesty: Will be required for the HOA and managing agent on projects over 20 units, which is 3 months of income assessment
 - Flood Insurance (if applicable): \$250,000/unit or Replacement Cost
- Current Fiscal Year Operating Budget
- Current balance sheet recent within the last 90 days
- Income vs. Expense Statement for the Previous Fiscal Year
- Articles of Incorporation
- Declarations & bylaws and any recorded amendments
- Master Association's Declarations, Bylaws, and Articles of Incorporation (if applicable)
- Plat Map of the Project or Site Plan
- Last 2 HOA Meeting Minutes
- Rules and Regulations for the condo association
- Grant Deed/Leasehold agreement, Facility Leases, and Management Agreement (if applicable)

Additional Items Required ONLY if the declarant (developer, sponsor, or builder) is in control of the HOA:

- Development Plan and Schedule & Public Offering Statement
- Builder Application (see blank builder application on Project Standard's intranet/sharepoint page)
- VA Form 26-421, AND VA Form 8791 completed by the builder/developer (see blank copies of these forms on Project Standard's intranet/sharepoint page)
- Architect or Engineer's Report (conversions only)
- Statement from the HOA/Declarant on the Adequacy of Utilities Serving Site (conversions only)
- Evidence of Final Local Authority Approval and Final VA Inspection (conversions only)

Once all documents are received, email all to condo@cmgfi.com. A CMG Project Standards Team Member will contact you with their preliminary review of the project before anything is sent to the VA.