



HOMEOWNER'S ASSOCIATION CERTIFICATION
(for condominiums projects)

Borrower _____	Date _____
Project Name _____	Loan # _____
Street Address _____	Unit Phase _____

City, State, Zip Code _____

Contact Information	
Homeowner Association Name: _____ Address: _____ Contact/Phone#: _____	Management Company (if applicable) Name: _____ Address: _____ Contact/Phone#: _____
Master Insurance Carrier Name: _____ Address: _____ Contact/Phone#: _____	Developer (if applicable) Name: _____ Address: _____ Contact/Phone#: _____

Project	Phase
1 Year project was built: _____ Total # of phases in project: _____ Total # of units in project: _____	Subject property located in phase: _____ Total # of units in subject phase: _____
2 # of units sold and conveyed in project: _____ # of units under contract in project (new construction only): _____	# of units sold and conveyed in subject phase (new construction only): _____ # of units under contract in subject phase: _____
3 Provide breakdown of total units in project: • Primary residences: _____ • Second/vacation homes: _____ • Investor units: _____ • Retained by developer: _____ Will developer sell units or maintain? (new construction only) _____	Provide breakdown of total units in subject phase: • Primary residences: _____ • Second/vacation homes: _____ • Investor units: _____ • Retained by developer: _____ Will developer sell units or maintain? (new construction only) _____

4	What are the monthly HOA dues for the subject property unit? \$ _____			
5	Does any one person own more than 10% of the total project?	YES	NO	
6	What percentage of units are more than 1 month delinquent on HOA dues?	YES	NO	
7	Are all units, common elements, and recreational facilities completed?	YES	NO	
8	Are all units fee simple?	YES	NO	
9	Do the unit owners have sole ownership rights to the use of the project's facilities, common elements, and limited common elements?	YES	NO	
10	Does project operate like a hotel – is there a rental desk, cleaning service, or restaurant, etc.?	YES	NO	
11	Is the project an apartment conversion? • If YES, what is the conversion date? (month/year)	YES	NO	
12	Is the building higher than four stories, not including underground parking? • If YES, how many stories is it?	YES	NO	
13	Is there any pending litigation involving the homeowner's association or developer? • If YES, provide details on the circumstances surrounding the litigation.	YES	NO	
14	Are the unit owners in control of the HOA?	YES	NO	
15	Is there more than one association for the project, such as a master or umbrella association? • If YES, provide the legal names of all associations.	YES	NO	
16	Have there been any special assessments in the past year? • If YES, describe the nature of the assessment and the cost per unit.	YES	NO	

CMG Financial
HOA CERTIFICATION LETTER

17	Are there any scheduled special assessments in the future? <ul style="list-style-type: none"> If YES, describe the nature of the assessment and the cost per unit. 	YES	NO
18	Does the HOA waive its right of first refusal to the sale, lease, or transfer of a unit in case of foreclosure or deed in lien?	YES	NO
19	Is the unit subject to any resale restrictions?	YES	NO
20	Is the unit subject to any timeshare arrangements?	YES	NO
21	Does the project contain commercial space? <ul style="list-style-type: none"> If YES, what percentage of the total square footage is used for commercial purposes? _____% 	YES	NO
22	Are any of the common areas or recreational facilities leased?	YES	NO
23	Do the CC&R's limit lenders exposure to delinquent common expenses to 6 months or when a property is in foreclosure?	YES	NO
24	Provide evidence of the following: <ul style="list-style-type: none"> Master hazard insurance policy Master liability insurance policy Master employee dishonesty or fidelity bond policy Master flood insurance policy, if applicable Current budget Recorded CC&R's and all amendments Master Deed Bylaws Articles of Incorporation Minutes from the last two Homeowner's Association meetings Note: Conversions created in the last three years require an acceptable structural engineer's report. 	YES	NO
I certify that the information and statements contained on this form are true and correct.			
Signature _____		Date _____	
Printed Name _____		Title _____	