



Deferred Maintenance/Special Assessment Info

REQUESTER CONTACT INFORMATION

Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

HOA/Management contact info:

HOA/Management Contact Name: _____

Title: _____ Phone: _____

Email: _____

Borrower's Name: _____ Loan # _____

Project Name: _____

Project Address: _____ Unit # _____

HOA Name: _____

HOA Federal Tax ID# _____ HOA contact name/number _____

City: _____ State: _____ Zip Code: _____

DEFERRED MAINTENANCE/Special Assessments

- | | YES | NO |
|--|----------------------------|----------------------------|
| 1. Is the condo part of a larger Master Association? | Y ☐ | N ☐ |
| 2. Are you aware of any evacuation orders in the past, currently or potentially in the future? | Y ☐ | N ☐ |
| 3. Is the project currently or has it been involved in any termination, deconversion, dissolution of the project's legal structure, voluntary or involuntary bankruptcy, insolvency, liquidation, or receivership proceeding, or any substantially similar action under state or federal law? | Y ☐ | N ☐ |
| 4. Has the HOA or Property Manager any knowledge of or been notified of any complaints from the unit owners that affect the safety, structural soundness, habitability, or functional use of the project? | Y ☐ | N ☐ |
| If YES , complete Section A on page 2. | | |
| 5. Has the HOA or Property Manager any knowledge of or been notified of any code violations or local government certifications that have not been satisfied? | Y ☐ | N ☐ |
| If YES , complete Section B on page 2. | | |
| 6. Has the HOA or Property Manager any knowledge of or been notified of any pending or active Special Assessments? | Y ☐ | N ☐ |
| If YES , complete Section C on page 2. | | |
| 7. Have there been any structural or mechanical inspection reports completed in the last 3 years? | Y ☐ | N ☐ |

If **Yes**, please provide a **copy of the inspection report(s)**

NOTE: If answer to 4, 5, or 6 is YES, the Deferred Maintenance/Special Assessment info below MUST be completed.

The undersigned hereby certifies that to the best of their knowledge and belief, the information and statements on this form and any attachments are true and correct. The undersigned further represents they are authorized by the Homeowners' Association Board of Directors and/or the Managing Agent to provide this information on behalf of the Association.

Contact Name: _____ Date: _____

Signature: _____ Title: _____

Company Name: _____ Phone: _____ Email: _____

DEFERRED MAINTENANCE & SPECIAL ASSESSMENT ADDENDUM

This addendum is **ONLY** to be completed if there is evidence of Significant Deferred Maintenance, code violations, and/or Special Assessments

A. DEFERRED MAINTENANCE (Defined as deficiencies, defects, substantial damage, or maintenance that is severe enough to affect the safety, soundness, structural integrity, or habitability of the improvements)

YES NO

Are the repairs 100% complete and paid for? If **Yes**, skip to next section

Y ☐ N ☐

If **No**, what specifically is not complete?

a. When is the estimated time of completion for the remaining repairs? _____

b. What is the estimated cost of any unfinished repairs? _____

c. Does the maintenance require full or partial evacuation of the building to complete repairs for > 7 days (or for an unknown period of time)?

Y ☐ N ☐

d. Do any unfinished repairs affect the functioning of any major building components (including but not limited to the foundation, roof, load bearing structures, electrical, HVAC or plumbing)?

Y ☐ N ☐

DOCUMENTATION REQUIRED: PROVIDE Any local government inspections/engineer's reports/certifications (if applicable); provide last 6 months HOA and Board Meeting Minutes

B. CODE VIOLATIONS/LOCAL GOVERNMENT CERTIFICATION REQUIREMENTS

Are there any outstanding code violations or local government certification requirements?

Y ☐ N ☐

a. Provide detail of specific code violations or local government certification requirements

b. When is the estimated time of completion for the remaining violations? _____

c. What is the estimated cost of any unfinished repairs? _____

d. When will the building be re-inspected to confirm the violations are satisfied? _____

DOCUMENTATION REQUIRED: PROVIDE copy of the code violations (if applicable)

C. SPECIAL ASSESSMENTS

Are there any outstanding current or pending Special Assessments? .

Y ☐ N ☐

a. Provide the reason for all current or pending Special Assessments:

b. Total amount assessed: _____

c. How many units, if any, are more than 60 days delinquent on their Special Assessment payments? _____

d. Amount assessed to our unit and duration/frequency: _____

e. Is any portion of the repairs being funded by the HOA's reserves?

Y ☐ N ☐

f. Do sufficient reserves currently exist to complete ALL the work regardless of Special Assessments?

Y ☐ N ☐

g. Has a determination been made that the assessment amount is sufficient to complete the work?

Y ☐ N ☐

h. If **No**, will future assessments be imposed to complete the work?