

**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 .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 7<sup>th</sup> 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 Mortgagee 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 ID Number:	
Street Address:			
City:	State:	Zip Code:	Phone Number:
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		
Legal Name of Project:		FHA Condo-ID Number:
Street Address:		
City:	State:	Zip Code:
Project Completion 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

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.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: Loan Level Requirements.** To be completed by the Condominium Association or Management Company and used to verify loan level requirements for Units located in an Approved Condominium Project/phase and Single-Unit Approvals.

**3.a. Occupancy Requirements by Construction Type**

**1. Owner Occupancy**

Owner-occupied Units include any Unit:

- 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**

	# Units in Project
<input type="checkbox"/> Existing Construction (greater than 12 months old)	
<b>a. Provide the Total Number of Units in the Condominium Project.</b>	
i. Provide number of <b>Owner</b> -occupied Units (as described in section 3.a.1)	
ii. Provide number of <b>Non-owner</b> occupied	

**3. New Construction (not eligible for Single-Unit Approval)**

New Complete Project (less than 12 months old); or

Legal Phase

**Total Number of Units in the Condominium Project**

- **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.

<b>a. Provide the Total Number of Units in the Condominium Project</b>	
i. Provide number of <b>Owner</b> -occupied Units (as described in section 3.a.1)	
ii. Provide number of <b>Non-owner</b> occupied Units	

<b>3.b. Individual Owner Concentration</b>		<b>Yes</b>	<b>No</b>
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"/>
<b>2. Individual / Entity Name</b>		<b>Developer / Sponsor</b>	<b>Number of Units Owned</b>
		<input type="checkbox"/>	
		<input type="checkbox"/>	
Attach list for additional individual owners as required.			

<b>3.c. Property Information</b>		<b>Yes</b>	<b>No</b>
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"/>

<b>3.d. Units in Arrears</b>		<b>Number</b>
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)	

<b>3.e. Insurance Requirements</b>		<b>Yes</b>	<b>No</b>
Insurance Type			
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," the Borrower must obtain a Walls-In policy (HO-6).	<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: <ul style="list-style-type: none"> <li><input type="checkbox"/> the certificate of insurance or a complete copy of the NFIP policy; and</li> <li><input type="checkbox"/> the Letter of Map Amendment (LOMA), Letter of Map Revision (LOMR), or elevation certificate.</li> </ul>
<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.** 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"/>

<b>4.a. Project Eligibility</b>			
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"/>

<b>4.b. Recorded Documents and Transfer of Control</b>		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.	Does the Condominium Project allow for Live/Work arrangements?	<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"/>

<b>4.c. Financial Condition</b>		Yes	No
1.	Does the Condominium Association have a reserve account for capital expenditures and deferred maintenance? If Yes, provide the following information: a. Reserve Account Balance: \$ _____ as of _____ (MM/YYYY)	<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"> <li>• sought protection under bankruptcy laws;</li> <li>• been placed into receivership (mandated or voluntary);</li> <li>• been subject to foreclosure or any seizure of assets by creditors; or</li> <li>• offered a Deed-in-Lieu (DIL) of Foreclosure?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Provide the following information: a. Annual Condominium Association Dues: \$ _____ b. Special Assessments: \$ _____ c. Total Combined Annual Condominium Association Dues and Special Assessments: \$ _____		

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

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

4.e. Additional Insurance Requirements for Single-Unit Approval				
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"/>

4.f. Litigation			Yes	No
1.	Is the Condominium Project or Condominium Association subject to any 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"> <li>• a current year budget approved by the board(s);</li> <li>• an income and expense statement for the previous year’s end results;</li> <li>• 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</li> <li>• a current balance sheet dated within 90 Days prior to the date of submission.</li> </ul>	
<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 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