

Conventional Full Review Certification	
Project Name:	
Property Address:	
City, State, Zip:	
County/Borough:	HOA Tax ID#:

Section 1: General Project Information			
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1	Unit Breakdown	Subject Phase New Construction ONLY	Entire Project All Projects	
	Total # of Units			
	Total # of Units Complete			
	Total # of Units for Sale			
	Total # of Units Sold or Under Legal Contract			
	Total # of Units Rented (Investment Properties)*			
	Total # of Owner Occupied and Second Homes*			
	*Include intended occupancy of units under contract in these totals			
2	Are the units of the project:	ATTACHED	DETACHED	
3	How many units are owned by the Developer/Sponsor?			
	3a. Of the units owned by Developer, how many are tenant occupied?			
	3b. Of the units owned by Developer, how many are vacant and marketed for sale?			
4	Are all units, common elements, and facilities within the project or subject legal phase 100% complete?		YES	NO
	4a. If NO, describe any incomplete phases/units/areas:			
5	Is the project subject to additional phasing or annexation?		YES	NO
6	Has the HOA been turned over to the unit owners?		YES	NO
	6a. If YES, what date was control turned over?			
7	Do the unit owners have sole ownership and rights to use the project facilities and amenities?		YES	NO
	7a. If NO, who owns the facilities/amenities? Provide documents as necessary (e.g. Recreational Lease, Ground Lease, etc.)			
8	Does any single person or entity own more than one unit in the project?		YES	NO
	8a. If YES, how many units are owned by each person or entity?			

Section 2: Project Characteristics & Amenities			
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9	Does the project contain any of the following:			
	9a. Hotel/motel/resort activities, mandatory or voluntary rental pooling arrangements, or other restrictions on the unit owner's ability to occupy the unit?		YES	NO
	9b. Deed/resale restrictions that split ownership of property or curtail an individual borrower's ability to utilize the property; including common interest apartments? If YES, please explain:		YES	NO
	9c. Manufactured homes?		YES	NO
	9d. Mandatory fee-based memberships for use of project amenities or services?		YES	NO
	9e. Non-incident income > 10% from business operations owned or operated by HOA? If YES, please provide a copy of the HOA Budget.		YES	NO
	9f. Supportive or continuing care for seniors or for residents with disabilities?		YES	NO

10	Is any part of the project used for commercial/non-residential purposes?	YES	NO
	10a. If YES, what % of the total project square footage is commercial space?		
	10b. What is the nature of the commercial use?		
11	Does each unit have its own heating and cooling system?	YES	NO
	11a. If NO, are each of the units separately metered?	YES	NO
12	Is the project a conversion of an existing building?	YES	NO
	12a. If YES, when was the conversion completed?		
	12b. Was the conversion a Full-Gut (down to shell of structure, including replacement of all HVAC, plumbing and electrical components) or Non-Gut conversion?		FULL-GUT NON-GUT
	12c. If completed within the last 3 years, provide a copy of the original conversion report.		

Section 3: Legal & Financial Information

13	How many unit owners are 60 or more days delinquent on common expense assessments?		
14	Has the HOA had a reserve study completed on the project within the past 3 years?	YES	NO
15	Is the HOA currently involved in any active or pending litigation, mediation, or arbitration?	YES	NO
	15a. If YES, provide a litigation disclosure that describes: a) the nature of the claim; b) if the insurance company is defending the claim; and c) the estimated amount of the claim.		
16	Does the project permit a priority lien for unpaid common expenses in excess of 6 months (in excess of 12 months for Florida)?	YES	NO
	16a. If YES, please provide a copy of the Declaration/Master Deed or state statutes.		
17	Does the HOA maintain separate records for the operating and reserves accounts?	YES	NO
18	Are monthly bank statements being sent directly to the HOA?	YES	NO
19	Are > 1 board members required to authorize disbursements from the reserve account?	YES	NO
20	Is the project managed by a management company?	YES	NO
	20a. If YES, does the management company maintain separate records and bank accounts for each HOA that uses its services?	YES	NO
	20b. Does the management company have the authority to disburse funds from the reserve account without board approval?	YES	NO

Section 4: New Construction or Converted Projects ONLY (excluding FL, PERS required for FL)

Only complete if Project is not complete, is subject to additional Phases, or was converted within the past 3 years

21	Number of legal phases in the entire project?	
	21a. If > 1 phase, which phase # is the subject property located in?	

Section 5: Management Company & Preparer Information

I, the undersigned, certify that to the best of my knowledge and belief, the information and statements contained on the form and the attachments are true and correct.

Company Name:

Address:

Preparer's Name:

Title:

Preparer's Signature:

Phone #:

Email Address:

Date Completed:

Please contact projectreview@newpennfinancial.com for any questions about this form.