

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

Section 1: General Project Information	
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1	Project Information:	1a. Total # of units in project		
		1b. Total # of units sold or under contract		
2	Are the units of the project:	ATTACHED	DETACHED	
3	Are at least 90% of the units sold and conveyed?	YES	NO	
4	Are all units, common elements, and facilities within the project 100% complete?	YES	NO	
5	Is the project subject to additional phasing or annexation?	YES	NO	
6	Has the HOA been turned over to the unit owners and do the unit owners have sole ownership and rights to use the project facilities and amenities?	YES	NO	
	6a. If YES, what date was control turned over?			
7	Do unit owners have sole ownership and rights to use the project facilities and amenities?	YES	NO	
	7a. If NO, who owns the facilities/amenities? <b>Provide</b> 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 <b>provide</b> 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	

Section 3: Legal & Financial Information	
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12	Is the HOA currently involved in litigation, mediation, or arbitration?			
	12a. If YES, <b>provide</b> 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.			
13	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	
	13a. If YES, please <b>provide</b> a copy of the Declaration/Master Deed or state statutes.			

**Section 4: 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:

**Miscellaneous**

Please contact [projectreview@newpennfinancial.com](mailto:projectreview@newpennfinancial.com) for any questions about this form.