

### HOA Condo Certification Questionnaire

**Project Name:**

**Date:**

**Address:**

**Unit/Phase:** \_\_\_\_\_

**City, State, Zip:**

1. Describe Unit Sales:
  - Total no. Units in Project
  - Total no. Units conveyed to purchasers
  - Total no. Units primary/secondary homes
  - Total no. Units rented/investor
2. Are all of the condominium units completed?
3. Are all of the common areas and facilities completed?
4. Is the project subject to additional annexation or phasing ?
5. Date control was/will be turned over to Homeowners?
6. Does the project have rental desks, short term occupancy (up to 7 days) or daily cleaning services?
7. Is the project a Timeshare or Segmented Ownership project?
8. Is the subject a Houseboat project?
9. Can two or more units be owned by one owner as evidenced by one mortgage deed?
10. Is the project a legal but non-conforming use of land?
11. Is the project a conversion of an existing building?
12. Individuals that own more than one unit?
13. Is the project subject to "inclusionary zoning" which may affect future sales?
14. Total number of commercial units within the project:
15. Square footage of project devoted to commercial use:
16. Are there any special assessments pending or levied within the Homeowners Association?
17. Total special assessment amount per unit:
18. Is the Homeowners Association involved in any current or pending litigation?
19. Total income budgeted for the current year:
20. Total reserves budgeted for the current year:
21. Total number of unit owners currently more than one month delinquent in Homeowners Association dues:
22. Regular association assessments are paid:
23. Association unit assessment ranges      FROM:                      TO:

24. Does the Homeowners Association or property management company maintain separate accounts for the operating expense and reserve accounts?
25. Are the monthly account statements being sent directly to the Homeowners Association?
26. Does the property management company have the authority to draw checks against or transfer from the reserve account?
27. Are two or more members of the Board of Directors required to sign checks drafted against the reserve account?
28. Insurance Company Name:  
Agent:  
Contact #:  
Fax:
29. Are the units owned as fee simple units?
30. Are the units owned as leasehold estates?
31. Is the Homeowners Association subject to a master/umbrella association?
32. If yes to #31, are all common areas and facilities complete within the master community?
33. If a lender obtains title to a unit through foreclosure or through deed in lieu of foreclosure, are they liable for more than six months unpaid Homeowners Association dues?
34. Are any common elements leased to or by the Homeowners Association?

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