

CONDOMINIUM / PUD / HOA QUESTIONNAIRE

Lender _____ File No. _____

Borrower _____

Property _____

Project Name _____

Mail Address _____

COMMUNITY INFORMATION

Type Condominium _____
 PUD _____
 HOA _____
 Conversion _____ Yes _____ No Date of conversion _____

Complete Is the project 100% complete? _____ Yes _____ No
 Are all common areas and facilities complete? _____ Yes _____ No
 Are all common areas jointly owned by unit owners? _____ Yes _____ No
 Can the project be expanded beyond its current size? _____ Yes _____ No

Units Total number of units _____
 Total number of units sold or under contract _____

Control Has the developer turned over voting control to the owners? _____ Yes _____ No
 Date of Turnover _____

UNIT INFORMATION

Ownership Is title to the unit Fee Simple or Leasehold? _____
 Do the legal documents include restrictions on sale? _____ Yes _____ No
 (Age Restrictions, First Right of Refusal, Low Income)

 Owner Occupied / 2nd Home _____

 Investors Number of owners who own more than one unit _____
 Highest percentage of any one owner _____

Rentals Short Term Are short term rentals allowed? _____ Yes _____ No
 Commercial Are there any leased commercial spaces? _____ Yes _____ No
 Leasing Office Is there a leasing or rental office? _____ Yes _____ No

ASSOCIATION INFORMATION

Master Association Is there more than one association? _____ Yes _____ No

Name _____

Contact _____

Telephone _____

Budget Total amount of the association's annual budget is \$ _____

Total amount of the association's budgeted reserves \$ _____

Assessments Are there any pending special assessments? _____ Yes _____ No

Bank Accounts Are separate bank accounts maintained for operating and reserves? _____ Yes _____ No

Does the association receive monthly bank statements? _____ Yes _____ No

Does the management company maintain separate bank accounts for each association it services? _____ Yes _____ No

Delinquencies Total number of owners who are more than 30 days delinquent is _____

Total amount of delinquent charges is \$ _____

Litigations Lawsuits other than routine collection and covenant enforcement? _____ Yes _____ No

Details _____

Case No. _____

Insurance Agent _____

Telephone _____

MANAGEMENT INFORMATION INFORMATION

Management Agent Leland Management, Inc.

Address 6972 Lake Gloria Blvd.

Orlando, FL 32809

Contact _____

Telephone _____

Prepared by _____

Telephone _____

Title _____

Extension _____

Signature _____

Date _____

DISCLAIMER

The responses herein are made in good faith and to the best of my ability as to their accuracy. However, Leland Management does not guarantee the information provided is error free and specifically disclaims any liability related to its use.