

New or Newly Converted Project

To: HOA/Condo Association President or Designated Associate
From: First Guaranty Mortgage Corporation
Re: Condo Project Review & Approval

First Guaranty Mortgage Corporation requests the following information from your Condominium Association for review as it relates to a mortgage we are currently processing. Your timely response is appreciated.

Below is a list of items we need for this specific loan:

- Completed Condo Questionnaire – attached to this document
- Current Fiscal Year Annual Budget
- Balance Sheet – Dated within 90 days
- Declaration of Covenants, Conditions, and Restrictions (CCR), also known as Declaration of Condominium or Master Deed
- Copy of the Master or Blanket Insurance Policy or contact information for Insurance Company (including Flood Insurance, if applicable)
 - The Master Policy submitted must include the extended coverage endorsement page. Extended coverage must include, at a minimum, wind, civil commotion (including riots), smoke, hail, and damages caused by aircraft, vehicle, or explosion
- Site plan with building designations

If there is pending litigation against the project, provide a copy of the legal complaint and supporting documentation.

Non-gut rehab conversion projects are not eligible.

Please send all documentation requested as quickly as possible. Do not hesitate to reach out to our processing team if you have additional questions.

Thank you,
First Guaranty Processing Team

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NEW OR NEWLY CONVERTED PROJECT - FULL REVIEW QUESTIONNAIRE

This questionnaire is used for **Full Reviews of an Attached Unit in a New or Newly Converted Project**. The completed questionnaire does not represent or constitute an approval. The questions are provided without warranty, express or limited, as to their legal effect and completeness. The questions should be used as a guide.

PROJECT INFORMATION

Borrower Name(s)		Subject Property Address	
Project Name		Project Address	
# Planned Units in Project		Subject Property Phase	

Source of Information

Source		Telephone		Email	
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Completed Phases

Phase Number & Building Number	# of Units	Units Closed or Under Contract	# Units Owner Occupied or Second Home	# Investor Units

Phases Under Construction

Phase #	# Units Under Construction	Total Units Under Contract	# Units Owner Occupied or Second Home	# Investor Units

Unbuilt Phases

Unbuilt Phases	Total Units Under Contract	Owner Occupied or Second Home	Investor

Recreational Facilities and Amenities

Description	If not complete, what is the anticipated completion date?

Questions

		YES	NO
1. Does the project have any of the items listed below? Mark <u>all</u> that apply.		<input type="checkbox"/>	<input type="checkbox"/>
Licensed Hotel, Motel, Resort or Hospitality Entity <input type="checkbox"/>	Timeshares <input type="checkbox"/>	Less than 30-day rentals <input type="checkbox"/>	
HOA or legal docs require owners to make units available for rental pooling <input type="checkbox"/>	Maid Service <input type="checkbox"/>	Manufactured Housing <input type="checkbox"/>	
Require owners to share profits from rental of the units with HOA, Management Company or Resort/Hotel Company <input type="checkbox"/>	Central Phones <input type="checkbox"/>	Subject to Recreation/Land Lease <input type="checkbox"/>	
Project is listed as an investment security with the SEC <input type="checkbox"/>	Continuing Care Retirement Community <input type="checkbox"/>	Mandatory Club Membership <input type="checkbox"/>	
	Project is a common interest apartment or community apartment project <input type="checkbox"/>	Multi-Dwelling Unit (more than one unit on a deed and/or mortgage) <input type="checkbox"/>	
	Live-Work Units <input type="checkbox"/>	Private Transfer Fee <input type="checkbox"/>	
	Project contains non-incident business operations (restaurant, spa) <input type="checkbox"/>	Inclusionary Zoning <input type="checkbox"/>	
		Houseboat <input type="checkbox"/>	

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2. What is the largest number of units owned by one entity? _____		
3. Has control of the HOA been turned over to the unit owners? What date: _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all units, common areas, and recreational facilities associated with the entire project 100% complete?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have at least 90% of the total units been conveyed to unit owners?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the HOA, project sponsor, or developer named as a party to pending litigation, if yes supporting documentation must be provided?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the project permit for unpaid common expenses in excess of six (6) months to take priority over a mortgage lien? If yes, up to how many months? _____	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the project contain total space for nonresidential or commercial purposes that exceeds 35% (includes commercial space that is above and below grade)? Commercial space allocation is calculated by dividing the total non-residential square footage by the total square footage of the project or building. This calculation includes the total square footage of commercial space, even if the residential and commercial owners are represented by separate associations.	<input type="checkbox"/>	<input type="checkbox"/>
9. Are there any units over 60 days delinquent on dues? If so, how many? _____ Total amount owed? _____	<input type="checkbox"/>	<input type="checkbox"/>
10. Do unit owners in the project have sole ownership interest in, and rights to, the use of the project's facilities, common elements, and limited common elements?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are separate bank accounts maintained for the working account and the reserve account, each with appropriate access controls, and do the banks send copies of the monthly bank statements directly to the HOA?	<input type="checkbox"/>	<input type="checkbox"/>
12. Does the management company maintain separate records and bank accounts for each HOA it services?	<input type="checkbox"/>	<input type="checkbox"/>
13. Does the management company have the authority to draw checks on, or transfer funds from, the reserve account of the HOA?	<input type="checkbox"/>	<input type="checkbox"/>
14. Are two members of the Board of Directors required to sign any checks written on the reserve account?	<input type="checkbox"/>	<input type="checkbox"/>
15. Is the project a conversion? If yes, is the project a Gut Rehab with renovation of a property down to the shell including replacement of all HVAC and electrical components? _____ What year was it converted? _____	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project part of a master association and if so, do the unit owners pay monthly assessments of more than \$50 to the separate master association? If yes, provide the budget and overall development plan for the master association.	<input type="checkbox"/>	<input type="checkbox"/>
17. Is there a <u>right of first refusal</u> in the condo project documents that limits the rights of a mortgagee or its assignee to do any/all of the following: <ul style="list-style-type: none"> • foreclose or take title to a unit pursuant to the remedies in the mortgage • accept a deed or assignment in lieu of foreclosure in the event of default by a borrower • sell or lease a unit acquired by the mortgagee or its assignee 	<input type="checkbox"/>	<input type="checkbox"/>
18. Do the project documents specify that the mortgagee of the mortgage on any unit in the project has the right to timely written notice of any/all of the following: <ul style="list-style-type: none"> • any condemnation or casualty loss that affects either a material portion of the project or the unit securing its mortgage • any 60-day delinquency in the payment of assessments or charges owed by the owner of any unit on which it holds the mortgage • a lapse, cancellation, or material modification of any insurance policy maintained by the homeowners' association • any proposed action that requires the consent of a specified percentage of mortgagees 	<input type="checkbox"/>	<input type="checkbox"/>
19. Do any provisions of the condo project documents give a unit owner, or any other party, priority over any rights of the mortgagee pursuant to its mortgage in the case of payment to the unit owner for insurance proceeds or condemnation awards for losses to or a taking of condo units and/or common elements?	<input type="checkbox"/>	<input type="checkbox"/>
20. Do required provisions related to amendments to project documents provide that: <ul style="list-style-type: none"> • amendments of a material adverse nature to mortgagees be agreed to by mortgagees that represent at least 51% of the votes of unit estates that are subject to mortgages • any action to terminate the legal status of the project after substantial destruction or condemnation occurs or for other reasons to be agreed to by mortgagees that represent at least 51% of the votes of the unit estates that are subject to mortgages 	<input type="checkbox"/>	<input type="checkbox"/>



First Guaranty Mortgage Corporation
5800 Tennyson Pkwy, Suite 450
Plano, TX 75024
800-296-2275
NMLS#2917
www.fgmc.com

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Certification:

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

Signature of Association Representative or Preparer Date Telephone Number

Name of Association Representative or Preparer Title

Preparer's Company Name and Address