



**MORTGAGE
BANKERS &
BROKERS
ASSOCIATION**
OF NEW HAMPSHIRE, INC.

Getting more Listings with Condo Approvals!

9:00-9:30- Dennis Kochanek: Branch Manager RMS-Why bother with the Condo Markets? Show Realtors where they can find new listings, attract Buyers and ultimately get them referrals

9:30-10:30- Lisa Welch: Condo Project Manager, MMC-How to get a project approved, forms, and overall process

10:30-11:00- Q/A with Lisa Welch, Condo Project Manager MMC, Michelle Newman Loan Processor RMS & JJ Sawicki, Senior Wholesale Account Executive

Thank you for attending the Mortgage Banker and Broker Association of NH's Condo Approval Seminar on Tuesday, February 10th... We appreciate your attendance and hope you got something from the event.

We also hope you'll become an active participant within your association to bring additional ideas and strategies to the membership... We believe that an active, vibrant association will be beneficial to all in the New Hampshire Real Estate market and we can definitely use your assistance. Please let myself, Steve Bauer, or anyone at the MBBA-NH know if you'd like to assist in our mission.

Attached are electronic copies of the handouts given at the seminar for your convenience... In addition, the following links are provided (again, provided for your convenience):

Fannie Mae Condo Approval: <https://www.fanniemae.com/singlefamily/project-eligibility>

FHA Condo Approval: <https://entp.hud.gov/idapp/html/condlook.cfm>

VA Condo Approval: <https://vip.vba.va.gov/portal/VBAH/VBAHome/condopudsearch>

The Mortgage Bankers and Brokers Association of New Hampshire is interested in helping Member Loan Officers build their business... We have often heard it is difficult for a Loan Officer to engage active Real Estate Sales Agents since those agents often have relationships with other Loan Officers. This seminar explored a method for a Loan Officer to differentiate themselves by assisting active condominium listing agents with their marketing efforts.

Dennis Kochanek of Residential Mortgage Services presented data showing that over 300 condominium projects are presently lacking HUD approval status. Many of these condominium projects have active listings with many units sitting on the market for lengthy periods of time. He suggested that by helping the Listing Agent by garnering HUD approval for the condo project, you can develop a relationship to help that listing agent gain more listings within that or other condominium projects...

Lisa Welch of Merrimack Mortgage provided education on the HUD condominium approval process.

The rest is up to you...

Do you need a reason to call a Real Estate Sales professional to start a dialog?

Do you need a way to differentiate yourself from your competition?

Do you believe helping others build their business will help build your business?

If the answer to any of those questions is "yes", then this seminar provided you an opportunity and a methodology to engage an active Real Estate Listing agent...

Step One - Identify a Condominium Association that is unapproved (or has expired) for FHA financing

Step Two - Identify a listing within that Condominium Association

Step Three - Contact the listing's Real Estate Agent and start a dialog about assisting the agent by getting the condominium approved for FHA financing

Do you know why the association is not FHA approved?

Often the real estate agent will have no clue why the association is not approved and you can help...

In those cases they do know, learn why they cannot be approved and try to overcome those reasons with HOA assistance.

Do you think getting the Association approved will help your marketing efforts?

Would you (the agent) be willing to assist in getting the association approved if I do all the leg work?

Do you know with whom we need to speak to get the condo documentation?

Step Four - Work with Agent and HOA to deliver necessary docs (when they find out you're doing this for no cost to them, they will work with you freely) to HUD for approval.

Step Five - Work with Listing Agent on other opportunities (his/her buyers) while waiting for HUD approval

Step Six - Develop relationship with HOA and Management Company while waiting for HUD approval

Step Seven - When HUD approval arrives, have Listing Agent tell all other agents in their office that he/she worked with you to get the condominium project approved. Host an in-house seminar at Real Estate company describing how you can help them build their business...

Step Eight - Help Listing Agent advertise to every unit owner their units are now eligible for FHA financing and she/he would be willing to talk to them about possibly listing their units for sale (and you can talk to the unit owners about financing their move).

If you take a Realtor from a position of having a listing with no market to a listing with a plentiful market, do you think they will be grateful to you for your services?

Is this a lot of work? Sure... Can it be benefiting your competitor for one of their buyers? Sure... But if you're having difficulty establishing a dialog with an active listing agent, this is a sure fire way to start the relationship...

I hope this helps give you some ideas on how to approach active condominium Listing Agents...

Condominiums

The Condominiums page allows users to search for FHA-approved condominium projects by location, name, or status. These properties are not for sale by the FHA. The search can be configured to find specific types of projects through the use of the pull-down menus and entry fields. Detailed **help** is available online or contact the Single Family Administrator. Please note: It is not necessary to enter information into every field. The less information entered, the larger the resulting list. Enter only the criteria (full/partial) that you know to be correct or helpful in streamlining your list to your needs. If you are having problems finding a condominium, you may need to modify your search criteria

Sorted By:

State:

County:

Condo ID:

Condo Name:

City:

Zip Code:

Status:


Search Type:

Begin Date:

End Date:

FHA Condo SEARCH

Condominiums List

 Message: CONDOMINIUMS SUCCESSFULLY COMPLETED

Condominiums (HRAP/DELRAP Approval Method) as of 02/10/2014
393 records were selected, records 1 through 25 are displayed (page 1 of 16)

Go to page:

Condo Name	Condo ID / Submission	Address	County	Approval Method	Composition of Project	Comments	Document Status	Manufactured Housing	FHA Concentration	Status	Statu Date
10 BLUEBERRY ROAD CONDOMINIUM	P014812 001	16A AND 16B BLUEBERRY ROAD DERRY, NH 03038	ROCKINGHAM	HRAP	2 units	None	Recorded/ Not Uploaded	No	50.00%	Approved	08/3
10A AND 10B TWIN MEADOW	P013429 001	10A TWIN MEADOW DR HUDSON, NH 03051	HILLSBOROUGH	DELRAP	Total of 2 units in one building.	None	Recorded/ Uploaded	No	50.00%	Approved	02/11
110 WATER STREET CONDOMINIUM	P015044 001	110 WATER ST LACONIA, NH 03246	BELKNAP	HRAP	1 BUILDING: 2 UNITS	None	Recorded/ Not Uploaded	No	0.00%	Approved	10/1
125 A&B LITCHFIELD RD CONDO	P015293 001	125 A&B LITCHFIELD ROAD LONDONDERRY, NH 03053	ROCKINGHAM	HRAP	2 unit project.	None	Recorded/ Not Uploaded	No	50.00%	Approved	01/0
13 DEERWOOD DRIVE CONDOMINIUM	P011796 001	13 DEERWOOD DR AMHERST, NH 03031	HILLSBOROUGH	DELRAP	2 Unit Condex. Less than 1 year old	None	Recorded/ Uploaded	No	50.00%	Approved	07/2
13 SUNSHINE DRIVE CONDO ASSOC	P010475 001	13 SUNSHINE DR HUDSON, NH 03051	HILLSBOROUGH	DELRAP	Condex consisting of 2 units..	None	Recorded/ Uploaded	No	0.00%	Approved	04/2
142-146 CABOT STREET CONDO*	P013685 001	142-146 CABOT STREET PORTSMOUTH, NH 03801	ROCKINGHAM	HRAP	*Legal Name: 142-146 Cabot Street Condominium 4 Residential Units in One Building	None	Recorded/ Not Uploaded	No	50.00%	Approved	03/2
15 A & B TWIN MEADOW DRIVE	P011807 001	15 A TWIN MEADOW DRIVE HUDSON, NH 03051	HILLSBOROUGH	DELRAP	2 Residential Units	None	Recorded/ Uploaded	No	50.00%	Approved	07/2
151A & 151B ROCKINGHAM ROAD	P010601 001	151A & 151B ROCKINGHAM RD DERRY, NH 03038	ROCKINGHAM	DELRAP	2 units condex	None	Recorded/ Uploaded	No	0.00%	Approved	04/2
1640-1642 FRONT STREET	P011388 001	1642 FRONT ST MANCHESTER, NH 03102	HILLSBOROUGH	DELRAP	2 UNIT RECENTLY CONVERTED CONDO PROJECT.	None	Recorded/ Uploaded	No	50.00%	Approved	06/1
185 ELMWOOD AVE CONDO ASSOC.	P013349 001	185 ELMWOOD AVE MANCHESTER, NH 03103	HILLSBOROUGH	DELRAP	This is a 2 unit project. Neither unit is currently encumbered by an FHA loan.	None	Recorded/ Uploaded	No	50.00%	Approved	02/0
19 DEERWOOD DRIVE ASSOCIATION	P010564 001	19 DEERWOOD DR AMHERST, NH 03031	HILLSBOROUGH	DELRAP	Project is a condex (2 sides)... Other unit has no mortgage. Both are owner occupied.. Property built in 1966.. was converted to condex in 2009	None	Recorded/ Uploaded	No	0.00%	Approved	04/2
	P013260 001	197 MADISON ST PORTSMOUTH, NH 03801	ROCKINGHAM	DELRAP	Total 5 units.. none	None	Recorded/ Uploaded	No	20.00%	Approved	01/1

197 MADISON ST CONDO ASSOC					currently have FHA mortgages								
2 CATALPA DRIVE CONDOMINIUM	P011943001	2 CATALPA DRIVE HUDSON, NH 03051	HILLSBOROUGH	HRAP	2 units	None	Recorded/Not Uploaded	No	50.00%	Approved	08/01		
20 NORMAN DRIVE CONDOMINIUMS	P012555001	20 NORMAN DRIVE DERRY, NH 03038	ROCKINGHAM	DELRAP	2 unit Condex	None	Recorded/Uploaded	No	50.00%	Approved	10/11		
208A & 208B MADBURY GREEN	P015089001	278 LITTLEWORTH ROAD MADBURY, NH 03823	STRAFFORD	HRAP	1 (2-story) Building - 2 Units	None	Recorded/Not Uploaded	No	0.00%	Approved	10/21		
21 & 23 TRUE ROAD CONDOMINIUM	P014451001	21 & 23 TRUE ROAD SEABROOK, NH 03874	ROCKINGHAM	HRAP	1 BUILDING; 2 UNITS	None	Recorded/Not Uploaded	No	0.00%	Approved	08/01		
21 MAIN STREET CONDOMINIUMS	P010923001	21 MAIN ST RAYMOND, NH 03077	ROCKINGHAM	DELRAP	Condex..both units are owner occupied....no FHA insured mortgages.. currently	None	Recorded/Uploaded	No	50.00%	Approved	05/21		
249 AND 251 DUNBAR STREET COND	P014751001	249 DUNBAR ST MANCHESTER, NH 03103	HILLSBOROUGH	DELRAP	1 two-story building containing 2 total units.	None	Recorded/Uploaded	No	50.00%	Approved	08/11		
26 ELWOOD ROAD	P013875001	26 ELWOOD RD DERRY, NH 03038	ROCKINGHAM	DELRAP	2 units in 1 building and 1 legal phase	None	Recorded/Uploaded	No	50.00%	Approved	04/01		
274A AND 274B LITTLEWORTH ROAD	P010194001	274 LITTLEWORTH RD MADBURY, NH 03823	STRAFFORD	DELRAP	1 building of 2 units, single phase.	None	Recorded/Uploaded	No	0.00%	Approved	03/21		
278A AND 278B MADBURY GREEN	P012694001	278 LITTLEWORTH RD MADBURY, NH 03823	STRAFFORD	DELRAP	Phase 1 ALL 2 Units within one (1) two-story building with basement. Condominium Legal Name is: 278A and 278B Madbury Green Condominium	Exists	Recorded/Uploaded	No	0.00%	Approved	11/01		
300 NORTH RIVER RD	P002510001	MANCHESTER, NH 03104	HILLSBOROUGH	HRAP	# OF UNITS 74 DATE OF SITE INSPECTION 09-13-93	None	Recorded/Not Uploaded	No	4.05%	Approved	09/21		
34 ATKINSON ROAD, LOT 6443,	P014105001	36-38 ATKINSON ROAD SALEM, NH 03079	ROCKINGHAM	HRAP	1 building, 2 units.	None	Recorded/Not Uploaded	No	50.00%	Approved	06/11		
36 TROLLEY CAR LANE, A CONDO	P015069001	36 TROLLEY CAR LN LONDONDERRY, NH 03053	ROCKINGHAM	DELRAP	2 units in 1 building and 1 legal phase	None	Recorded/Uploaded	No	50.00%	Approved	10/21		

Search criteria:

Approval Method: HRAP/DELRAP

Sorted by: Condo Name

State: NH

County


Condo

ID:

Condo Name:

City:

Condominiums List

 Message: CONDOMINIUMS SUCCESSFULLY COMPLETED

Condominiums (HRAP/DELRAP Approval Method) as of 02/10/2014

1 record was selected, 1 record is displayed (page 1 of 1)

Condo Name	Condo ID / Submission	Address	County	Approval Method	Composition of Project	Comments	Document Status	Manufactured Housing	FHA Concentration	Status	Status Date	Expirat Date
BUNKER ESTATES CONDOMINIUM	PD10016 001	65 FORDWAY EXT DERRY, NH 03038	ROCKINGHAM	HRAP	99 UNITS	None	Recorded/ Not Uploaded	No	11.11%	Approved	09/27/2012	09/27/

Search criteria:

Approval Method: HRAP/DELRAP

Sorted by: Condo Name

State: NH

County

Condo ID:

Condo Name: bunker

City:

Zip Code:

Status: Approved

Search Type: Project

Begin Date:

End Date:

End Date:



[Previous]

9/27/14



Request a Customized Condo Report

1. Select the report type:

Summary Details

(A Summary report only lists Condo names and IDs whereas a Detail report includes status and address information.)

2. Retrieve only approved Condos?

3. Enter the Condo name or ID (use * as appropriate).

Name: ID:

4. Enter the Regional Office with which the Condo is registered.

ALL OFFICES

5. Enter the following information about the Condo location.

City:

State:

County:

Helpful Hints

The ID field must have 6 digits, no asterisk (*) allowed. Use leading zeroes if needed.

For an exact text match, enter the spelling and correct number of blank spaces.

Required fields are shown in bold red type. All criteria supplied for one report will be used to retrieve the records.

If no record matches all the criteria, no records will be shown on the report: leave some fields blank or use asterisk (*) wildcards:

An asterisk (*) can be entered on the Name fields to represent multiple characters instead of an exact text match. Wildcards are not allowed in the City and County fields. You may place the asterisk anywhere in the phrase. You may use more than one asterisk in a field.

When too many records are returned by a search than would fit on the display page, links by the first letter of the name are shown at the beginning of the report.

Large reports may take a couple of minutes to process.

Condo Report:

The Summary report lists the Condo name and ID, as well the Record Type (Condo). You may click on the Condo name to view the details of that dwelling complex.

The Detail report lists the Condo name and ID, the address, the Status and processing dates.

VA Condo Search



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FHA PROJECT APPROVALS - 2014

Required documentation

Legal Docs:

- Recorded covenants, conditions and restrictions (CC&R'S)/Declaration/Master Deed
- Adopted By-Laws, signed and/or recorded
- Articles of Incorporation, Articles of Association or Condominium Trust files with the State
- Recorded Plat Map
- Recorded Site Plans

Financial Docs:

- Current year approved budget
- Previous year's actual year end balance sheet
- Current balance sheet (within 90 days)

Management Agreement

- (if applicable) or a document defining the terms and services provided to the HOA

FEMA Flood Map

- Cannot use Flood Cert in lieu of map. Flood Maps can be found at <http://www.myfloodzone.com/>

Insurance

- Insurance policy dec page including all coverages. Fidelity Bond coverage (also known as Employee Dishonesty or Crime) required for all projects over 20 units.

Recent changes to HUD Condo guidelines

ML: 2012-18, September 13, 2012

The following changes apply to all condo approval types until August 31, 2014 unless further extended by HUD.

- Right of First Refusal cannot be present in CC&R's
- Commercial space cannot exceed 25% of the property's floor area. Exception requests on a

case by case basis: >25% but no more than 35%. Must be approved by HUD.

- No more than 15% of the total units can be in arrears (more than 60 days past due) on HOA fees. No exceptions granted.
- Pre-sale requirement for new construction is 30% of the total units. Copies of bonafide P&S agreements and evidence of loan commitment acceptable.
- Owner occupancy 50% must be owners who intend to occupy as their primary residence.

Other standard requirements

- Budget must be consistent with the nature of the project. Must include a line item for funding for replacement reserves for capital expenditures and deferred maintenance representing at least 10% of the budget.
- Budget must also included adequate funding for insurance deductibles.
- Project approval not required for Site Condos.



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How to determine Project type

Your project is eligible for a **Streamline Review** if:

- The loan is O/O and the borrower is putting at least 10% down (using LP, 20% using DU). 25% on a second home.
- All units, phases and common elements are complete and not subject to additional phasing.
- At least 90% of the units been conveyed.
- The unit owners control the HOA.

If any item on the Streamline Questionnaire warrants, additional information may be requested to determine whether or not a streamline review can be done. In some cases a full review of the documents may be necessary.

Your project is a **Full Review/Existing** if:

- The loan is an investment property.
- The borrower will occupy but want to put less than 10% down (20% if using DU). Less than 25% on a second home.
- All units, phases and common elements are complete and not subject to additional phasing.
- At least 90% of the units have been conveyed.
- The unit owners control the HOA.
- If the borrower will occupy the unit as his primary residence, there is no owner-occupancy requirement.
- If the property is an investment unit, at least 51% of the units must be owner occupied.

Your project is a **Full Review/New** if:

- The project (including units and common elements) is not complete or is subject to additional phasing.
- The developer has not turned over control of the HOA to the unit owners.
- Fewer than 90% of the units have been conveyed*. (*At least 70% of the total units in the project or at least 70% of the sum of the subject phase and any prior legal phase(s) must be conveyed or under contract to purchasers that will occupy as their primary residence or second home.)

FHLMC; June 2013

MMC (updated); December 2013



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Ineligible Projects

- Any project that is or has the potential to be subject to the rules and regulations of the US Securities and Exchange Commission.
- Hotel or Resort project. Characteristics include but are not limited to the following:
 - a. is located at the same address or within the same project as a hotel or resort
 - b. the project has an affiliation or agreement with a hotel or resort
 - c. the unit owners share Common Element (including Amenities) with a hotel or resort
 - d. the project is a conversion of a hotel or resort
 - e. the project has characteristics or services typically associated with a hotel or resort
 - f. the unit owners ability to occupy is restricted
 - g. the unit ownership is characterized as an "investment opportunity"
- Projects in litigation arbitration or mediation except for instances where:
 - a. the litigation amount is known, the insurance company has committed to providing defense and the amount is covered by insurance
 - b. the matter involves non-monetary neighbor disputes
 - c. the HOA is the plaintiff and we determine that the matter is minor with insignificant impact to the financial status of the project
- Projects sold with excessive Seller Contributions.
- Projects with single investor concentrations of over 10% of the total units
- Projects with fractured interest (unit owners who own their units and renters who rent or lease from the developer or a third party). This does not apply to a conversion where the unsold units are rented but will be sold once vacated.
- Continuing Care Retirement Community.
- Any project issued an ineligible project determination by Fannie Mae.

Appendix E-1

CONDOMINIUM APPROVAL COVER LETTER/DOCUMENT

General Condo Information:

Condo ID: _____ (Condo ID begins with A, D, P or S) as applicable

Condominium Legal Name: _____

HOA Tax Payer ID, if available: _____

Project Address: _____

City _____ State _____ Zip _____

Major Cross Streets: _____

Lot _____ Block _____ Plat _____ *Metes & Bounds _____

Tract _____ *Attach legal description

Construction Type: Proposed Under Construction Existing < less than 12 months old (New) Existing >12 months old Newly Converted Conversion (Non-Gut Rehab) Conversion (Gut-Rehab)

Month/Year Project Completed (For a project 100 percent complete):

First legal phase completion date _____

Completion date of the previous legal phase _____

Manufactured Housing: Yes/No _____

Project Composition: Describe the project, e.g. high-rise, duplex, number units, etc.

Request Submitted By:

**Name: _____

**Identify as applicable: Lender, Builder/Developer, Homeowners Association, Management Company, Attorney, or Consultant

Address: _____

Contact Person: _____

Contact Phone Number and *Email Address:

*General Email Address Box (if applicable):

*Provide both email addresses.

CONDOMINIUM PROJECT APPROVAL CHECKLIST

PLEASE ENSURE THAT THE PROJECT MEETS ALL APPLICABLE REQUIREMENTS PRIOR TO SUBMITTING FOR REVIEW AND CONSIDERATION.

BASIC REQUIRED DOCUMENTATION

- **RECORDED DOCUMENTS MUST BE SUBMITTED WHERE AVAILABLE; OTHERWISE, UNRECORDED DOCUMENTS MAY BE SUBMITTED.**
 - **NO LOAN WILL BE INSURED IN A PROJECT UNTIL RECORDED DOCUMENTS ARE RECEIVED BY FHA.**
 - **IF LEGAL DOCUMENTS, PER STATE LAW, ARE NOT ENFORCEABLE WITHOUT RECORDATION, RECORDED DOCUMENTS MUST BE SUBMITTED.**
 - **BASIC DOCUMENTATION IS REQUIRED FOR ALL DEFINED SUBMISSION TYPES.**
 - **IF THERE HAS BEEN A CHANGE IN SPONSOR OWNERSHIP, ALL APPLICABLE LEGAL DOCUMENTS MUST BE INCLUDED AS PART OF THE PROJECT APPROVAL SUBMISSION PACKAGE REGARDLESS OF THE CONSTRUCTION STATUS.**
-
- Cover letter/document with all requested fields entered
 - Condo legal documents and all amendments thereto
 - Recorded plat map indicating legal description
 - Recorded covenants, conditions and restrictions (CC&Rs)/Declaration/Master Deed
 - Signed and adopted bylaws; if State law does not require signed bylaws, provide copy of applicable State statute
 - Articles of Incorporation, Articles of Association or Condominium Trust filed with the State; if State law does not require incorporation, provide copy of applicable State statute
 - Recorded condominium site plans

Financial Documents:

Current year's Budget

Previous year's actual year-end results (Income and Expense Statement)

Current balance sheet to support adequacy of Budget (current balance sheet to be dated within the last 90 days)

Note: Reserve Study required if budget is deemed inadequate to support project.

Management Agreement - signed (if applicable); in lieu of an executed agreement, an executed (signed/dated) document defining the terms and services provided by the management company on behalf of the homeowners association may be provided

FEMA Flood Map (must be official FEMA Flood Map; must identify location of project on FEMA Flood Map; flood certification is acceptable to augment the FEMA Flood Map but cannot replace it)

LOMA, LOMR or an Elevation Certificate – an Elevation Certificate may not be used for proposed or under construction projects (if applicable)

Evidence of Required Insurance Coverage (minimum coverage must comply with HUD standards)

Master Flood Insurance Policy (as applicable)

Liability Insurance

Hazard Insurance – Master policy

Fidelity Bond Insurance (could also be titled as an Employee Dishonesty Policy or Crime policy – if so, must meet all standards and all endorsements thereto must be provided); Copy of entire policy required, including all endorsements thereto; If the homeowners association has a management company under contract then the management company must also obtain and maintain their own insurance coverage – this does not replace the HOA required coverage noted above.

Current Declaration pages for all policies required

Has Transfer of Control to the HOA occurred? Yes No; If yes, provide the date

Outstanding, pending or recently mitigated litigation (mitigation / arbitration for 2-4 unit projects)? Yes No; (If yes, provide an explanation.)

Project is in receivership / bankruptcy / deed-in-lieu of foreclosure / foreclosure? Yes No; (If yes, provide an explanation and supporting documentation.)

Change in sponsor ownership (builder / developer / construction lender / or other party) that holds title? Yes No (If yes, provide an explanation.)

Special Assessment(s) (current or pending)? Yes No (If yes, provide an explanation and supporting documentation.)

Is the condominium in a leasehold estate (ground lease)? Yes No (If yes, submit a copy of the leasehold agreement.) (DELRAP participating mortgagees – leasehold agreement is to be reviewed by HUD to determine eligibility prior to DELRAP approval of the project.)

Does the project contain affordable housing and / or below market rate (BMR) units? Yes No (If yes, provide: (a) number of defined affordable housing units; (b) identify the designated units in the recorded legal documents; and (c) provide an executed affordable housing agreement between the local housing jurisdiction and the developer.)

Does the project contain any rent-stabilized units? Yes No (If yes, provide: (a) number of defined rent stabilized units _____; (b) identify the designated units in the recorded legal documents; and (c) provide the rent stabilization agreement.)

Does the project contain any live / work units? Yes No

Does the project contain commercial / non-residential space? Yes No (If yes, provide: the percentage of commercial / non-residential space _____%.)

PROPOSED, UNDER-CONSTRUCTION OR EXISTING < LESS THAN 12 MONTHS OLD (NEW) REQUIRED DOCUMENTATION

Builder's Certification of Plans, Specifications and Site, Form HUD-92541 must be signed and dated; documentation must be submitted to mitigate conditions noted on the Form HUD-92541

- AFHMP (Form HUD-935.2C), VAMA or Item 11d on Form HUD-92541, Builder's Certification must be signed and dated
- Estimated Construction Completion Date / Completion Date of the Previous Legal Phase (include legal phasing schedule)
- Building Permit, or equivalent
- Certificate of Occupancy, or equivalent, if issued
- Phase I Environmental Assessment Report (required for HRAP and DELRAP approval)
- Current site photographs

NEWLY CONVERTED (LESS THAN TWO YEARS FROM RECORDATION DATE)

- Conversion date _____ (Recordation date of original declaration CC&Rs)
- If tenant occupied, provide a spreadsheet listing the number of units rented and the remaining term of the leases.
- AFHMP (Form HUD-935.2C), VAMA or Item 11d on Form HUD-92541, Builder's Certification must be signed and dated
- If gut-rehab, provide Form HUD-92541, Builder's Certification of Plans, Specifications and Site
- If gut-rehab, provide an engineer's report
- If gut-rehab, provide a Phase 1 environmental report
- Building Permit, or equivalent
- Certificate of Occupancy, or equivalent, if issued

2-4 UNIT PROJECTS

FHA will defer to State and/or local law regarding documentation requirements.

- All recorded documents, e.g. Declaration or its equivalent and other documentation as required by the State.
- A plan or evidence of homeowner's agreement (if required by the State).

A recorded Memorandum of Understanding between the homeowners defining each unit owner's responsibilities for example, maintenance/repair/replacement of common areas including sidewalks, driveways, common walls (includes side by side or vertical type units), etc.

Evidence of insurance. The insurance policy must be in either the individual homeowners name(s) or the HOA.

Litigation or Mitigation / Arbitration (current or pending) Yes No (If yes, provide an explanation and supporting documentation)

Additional Required Information

Is the association self managed? Yes No

Is there required maintenance that has not been completed? Yes No (If yes, provide an explanation)

What is the current balance (within 30 days of submission) in the reserve account?

Total number of declared legal phases within the project

Total number of units in declared legal phases

Total number of planned units within project

Number of owner-occupied units

Number of tenant occupied units

Number of tenant occupied units owned by the developer

Number of units vacant and unsold

Number of bank-owned units (REO)

Number of investor owned units within the project* _____ * this does not include an investor's primary residence. Identify all individual investors and include the number of units owned (attach additional pages as necessary)

Number of units where HOA dues (all assessments for monthly dues including parking) are >30 days delinquent (Includes REO owned units) _____

Provided below is the required certification that must be completed by the submitter.

I certify that the condominium legal documents reviewed and submitted for project approval meet the current FHA requirements for condominium project approval.

Printed Name

Date

Signature Line

Title and Company Name

Appendix E-2

**CONDOMINIUM RECERTIFICATION OR RE-APPROVAL COVER
LETTER/DOCUMENT**

General Condo Information:

Condo ID: _____ (Condo ID begins with A, D, P or S) as applicable

Condominium Legal Name: _____

HOA Tax Payer ID, if available: _____

Project Address: _____

City _____ State _____ Zip _____

Major Cross Streets: _____

Lot _____ Block _____ Plat _____ *Metes & Bounds _____

Tract _____ *Attach legal description

Construction Type: Proposed Under Construction Existing < less than 12 months old (New) Existing >12 months old Newly Converted Conversion (Non-Gut Rehab) Conversion (Gut-Rehab)

Month/Year Project Completed (For a project 100 percent complete):

First legal phase completion date _____

Completion date of the previous legal phase _____

Manufactured Housing: Yes/No _____

Project Composition: Describe the project, e.g. high-rise, duplex, number units, etc.

Request Submitted By:

****Name:** _____

****Identify as applicable:** Lender, Builder/Developer, Homeowners Association,
Management Company, Attorney, or Consultant

Address: _____

Contact Person: _____

Contact Phone Number and *Email Address:

***General Email Address Box (if applicable):**

***Provide both email addresses.**

PLEASE ENSURE THAT THE PROJECT MEETS ALL APPLICABLE REQUIREMENTS PRIOR TO SUBMITTING FOR REVIEW AND CONSIDERATION.

BASIC REQUIRED DOCUMENTATION

- **RECORDED DOCUMENTS MUST BE SUBMITTED WHERE AVAILABLE; OTHERWISE, UNRECORDED DOCUMENTS MAY BE SUBMITTED.**
- **NO LOAN WILL BE INSURED IN A PROJECT UNTIL RECORDED DOCUMENTS ARE RECEIVED BY FHA.**
- **IF LEGAL DOCUMENTS, PER STATE LAW, ARE NOT ENFORCEABLE WITHOUT RECORDATION, RECORDED DOCUMENTS MUST BE SUBMITTED.**
- **BASIC DOCUMENTATION IS REQUIRED FOR ALL DEFINED SUBMISSION TYPES.**
- **IF THERE HAS BEEN A CHANGE IN SPONSOR OWNERSHIP, ALL APPLICABLE LEGAL DOCUMENTS MUST BE INCLUDED AS PART OF THE PROJECT APPROVAL SUBMISSION PACKAGE REGARDLESS OF THE CONSTRUCTION STATUS.**

Cover letter/document with all requested fields entered

Condo legal documents and all amendments thereto

Recorded plat map indicating legal description

Recorded covenants, conditions and restrictions (CC&Rs)/Declaration/Master Deed

Signed and adopted bylaws; if State law does not require signed bylaws, provide copy of applicable State statute

Articles of Incorporation, Articles of Association or Condominium Trust filed with the State; if State law does not require incorporation, provide copy of applicable State statute

Recorded condominium site plans

Financial Documents:

Current year's Budget

Previous year's actual year-end results (Income and Expense Statement)

Current balance sheet to support adequacy of Budget (current balance sheet to be dated within the last 90 days)

Note: Reserve Study required if budget is deemed inadequate to support project.

Management Agreement - signed (if applicable); in lieu of an executed agreement, an executed (signed/dated) document defining the terms and services provided by the management company on behalf of the homeowners association may be provided

FEMA Flood Map (must be official FEMA Flood Map; must identify location of project on FEMA Flood Map; flood certification is acceptable to augment the FEMA Flood Map but cannot replace it)

LOMA, LOMR or an Elevation Certificate – an Elevation Certificate may not be used for proposed or under construction projects (if applicable)

Evidence of Required Insurance Coverage (minimum coverage must comply with HUD standards)

Master Flood Insurance Policy (as applicable)

Liability Insurance

Hazard Insurance – Master policy

Fidelity Bond Insurance (could also be titled as an Employee Dishonesty Policy or Crime policy – if so, must meet all standards and all endorsements thereto must be provided); Copy of entire policy required, including all endorsements thereto; If the homeowners association has a management company under contract then the management company must also obtain and maintain their own insurance coverage – this does not replace the HOA required coverage noted above.

Current Declaration pages for all policies required

Has Transfer of Control to the HOA occurred? Yes No; If yes, provide the date

Outstanding, pending or recently mitigated litigation (mitigation / arbitration for 2-4 unit projects)? Yes No; (If yes, provide an explanation.)

Project is in receivership / bankruptcy / deed-in-lieu of foreclosure / foreclosure? Yes No; (If yes, provide an explanation and supporting documentation.)

Change in sponsor ownership (builder / developer / construction lender / or other party) that holds title? Yes No (If yes, provide an explanation.)

Special Assessment(s) (current or pending)? Yes No (If yes, provide an explanation and supporting documentation.)

Is the condominium in a leasehold estate (ground lease)? Yes No (If yes, submit a copy of the leasehold agreement.) (DELRAP participating mortgagees – leasehold agreement is to be reviewed by HUD to determine eligibility prior to DELRAP approval of the project.)

Does the project contain affordable housing and / or below market rate (BMR) units? Yes No (If yes, provide: (a) number of defined affordable housing units; (b) identify the designated units in the recorded legal documents; and (c) provide an executed affordable housing agreement between the local housing jurisdiction and the developer.)

Does the project contain any rent-stabilized units? Yes No (If yes, provide: (a) number of defined rent stabilized units ____; (b) identify the designated units in the recorded legal documents; and (c) provide the rent stabilization agreement.)

Does the project contain any live / work units? Yes No

Does the project contain commercial / non-residential space? Yes No (If yes, provide: the percentage of commercial / non-residential space ____%.)

PROPOSED, UNDER-CONSTRUCTION OR EXISTING < LESS THAN 12 MONTHS OLD (NEW) REQUIRED DOCUMENTATION

Builder's Certification of Plans, Specifications and Site, Form HUD-92541 must be signed and dated; documentation must be submitted to mitigate conditions noted on the Form HUD-92541

AFHMP (Form HUD-935.2C), VAMA or Item 11d on Form HUD-92541, Builder's Certification must be signed and dated

- Estimated Construction Completion Date / Completion Date of the Previous Legal Phase _____ (include legal phasing schedule)
- Building Permit, or equivalent
- Certificate of Occupancy, or equivalent, if issued
- Phase I Environmental Assessment Report (required for HRAP and DELRAP approval)
- Current site photographs

NEWLY CONVERTED (LESS THAN TWO YEARS FROM RECORDATION DATE)

- Conversion date (Recordation date of original declaration CC&Rs)
- If tenant occupied, provide a spreadsheet listing the number of units rented and the remaining term of the leases.
- AFHMP (Form HUD-935.2C), VAMA or Item 11d on Form HUD-92541, Builder's Certification must be signed and dated
- If gut-rehab, provide Form HUD-92541, Builder's Certification of Plans, Specifications and Site
- If gut-rehab, provide an engineer's report
- If gut-rehab, provide a Phase 1 environmental report
- Building Permit, or equivalent
- Certificate of Occupancy, or equivalent, if issued

2-4 UNIT PROJECTS

FHA will defer to State and/or local law regarding documentation requirements.

- All recorded documents, e.g. Declaration or its equivalent and other documentation as required by the State.
- A plan or evidence of homeowner's agreement (if required by the State).
- A recorded Memorandum of Understanding between the homeowners defining each unit owner's responsibilities for example, maintenance/repair/replacement of

common areas including sidewalks, driveways, common walls (includes side by side or vertical type units), etc.

Evidence of insurance. The insurance policy must be in either the individual homeowners name(s) or the HOA.

Litigation or Mitigation / Arbitration (current or pending) Yes No (If yes, provide an explanation and supporting documentation)

Additional Required Information

Is the association self managed? Yes No

Is there required maintenance that has not been completed? Yes No (If yes, provide an explanation)

What is the current balance (within 30 days of submission) in the reserve account?

Total number of declared legal phases within the project _____

Total number of units in declared legal phases _____

Total number of planned units within project _____

Number of owner-occupied units _____

Number of tenant occupied units _____

Number of tenant occupied units owned by the developer _____

Number of units vacant and unsold _____

Number of bank-owned units (REO) _____

Number of investor owned units within the project* _____ * this does not include an investor's primary residence. Identify all individual investors and include the number of units owned (attach additional pages as necessary)

Number of units where HOA dues (all assessments for monthly dues including parking) are >30 days delinquent (Includes REO owned units) _____

Provided below is the required certification that must be completed by the submitter.

I certify that the condominium legal documents reviewed at the time of recertification or re-approval:

Do not contain any changes or conditions since the project was initially FHA approved

-OR-

Change(s) have been made since the initial project approval and have been identified. The changes do not affect the eligibility of the project.

Printed Name

Date

Signature Line

Title and Company Name