



Essex Mortgage

BRINGING FAMILIES HOME

Date _____

Borrower _____

HOA _____

Project Name _____

Project Address _____

Property Address _____

2-4 Unit Homeowners Condo Association Certification

We have received an application for a mortgage loan on a unit in the above referenced project. In order to approve this mortgage application, we require certain information regarding the project and its homeowners association. Please answer the questions below in the spaces provided.

1. Are all common elements and/or facilities substantially complete? _____
2. Does any one person or entity own more than one unit? _____. If "yes" list how many each owns _____
3. Are there any pending or outstanding special assessments? _____. If "yes" explain: _____
4. Is the HOA or unit owner(s) involved in any litigation, mediation, arbitration or other dispute resolution process affiliated with the condominium project? _____. If "yes" provide attorney letter and documentation explaining litigation: _____
5. If the association is collecting dues on a regular basis (monthly, quarterly, yearly), is any unit owner 60 days or more delinquent in paying the dues? _____
6. Do the project legal documents include any restrictions on sale, which would limit the free transferability of title? _____ if "yes" list restrictions (age restriction, first right of refusal, etc.) _____
7. Is any part of the project used for commercial purposes? _____ If "yes" what percentage of square footage? _____ Describe commercial space: _____
8. HOA is named insurance on master insurance policy? _____ / Provide master insurance policy verifying coverage amounts.

HOA Representative Signature

Printed Name

Date