



**661 Ravenglass Drive**  
**Fort Mill, SC 29715**  
(803) 317-2500

## UNIFORM PUD/CONDO QUESTIONNAIRE

PLEASE NOTE: This Uniform PUD/Condo Questionnaire has been developed by FirstService Residential Management, to provide all relevant financial disclosures and summary information required for Condo transactions this document is updated to meet Fannie Mae/Freddie Mac guidelines.

Project Name:  
Property Address:  
Borrower Name(s):

### General Information

1. The named community is a:

2. Was the community created by the conversion of an existing building?

If yes, please indicate:

Age of building:

Year converted

Type of original use:

3 Is the community a legally phased project?

If yes, please indicate:

No. of units:

No. of phases:

Description of each phase and the total number of units in each:

In which phase does the unit exist:

4. Is the project subject to any additional phasing or annexation?

If yes, please explain:

5. Describe the unit sales.

Unit Sales

Total no. units in project:

Total no. units conveyed to purchasers:

Unit Types

Description of unit types:  
Number of stories:

#### Parking

Total Spaces:  
Description:

#### Breakdown of Unit Sales

Total no. principal residence units conveyed:

Total no. of offsite addresses:

*No. of offsite addresses may represent a combination of the following*

Total no. second home units conveyed:

Total no. investor-owned units conveyed:

Total no. retained by developer/converted:

6. Does any investor own more than one unit?

If yes, identify the investor (the same individual, investor group, partnership, or corporation) and indicate the total number of units owned by each such investor in the project.

Does any investor own more than ten percent of the total units in the project?

7. The recreational amenities (other than those in a Master Association) include:

Swimming Pool(s)

Clubhouse(s)

Tennis Court(s)

Playground(s)

Other

8. Are the common areas and units well-maintained?

If no, describe the maintenance needed:

Date project was last inspected:

9. Are all units and facilities complete? (This includes all amenities and common areas such as pools, tennis courts, roads, walkways, parking areas, landscaping, clubhouse, and renovations associated with conversions.)

If no, how many units have been completed?

If no, how many phases have been completed?

Describe any incomplete item:

10. Can the project be expanded beyond its current size?

11. Is the owners' association currently a party to any type of litigation or public administrative action (including any violations of any environmental or public health statutes and laws or current environmental or public health litigation or administrative action)?

If yes, describe the nature of the litigation or public action and attach any information:

12. Has the owners' association been notified of any violations of any government or land-use regulations (such as zoning ordinances and coastal tideland or wetland laws)?

If yes, describe the nature of the violations:

1)

13. Are there any environmental hazards affecting the property?

14. If yes, please explain:

15. Is the project a condominium hotel?

16. Is the project a Timeshare or Segmented Ownership project?

17. Is the subject a Houseboat project (a boat that has been modified to be used as a residence)?

18. Are there any multi-dwelling unit condominiums in the project (an owner may own more than one dwelling unit evidenced by one note or deed)?

19. Is the project a legal but non-conforming use of land?

20. Is this a mixed-use development which may include retail/commercial components?

21. Is this property participating in any land use agreements with other developments not controlled by the association?

## **Title Information**

22. How is title to the units held?

23. Are there any leased recreational facilities or any common-area leases?

24. Does the unit owner own the lot or land below the unit or an undivided interest in common land?

25. Do the unit owners have sole ownership interest in and the right to the use of the project facilities?

If no, please explain:

26. Does the developer retain ownership interest in any of the facilities or common areas?

If yes, please explain:

27. Do the project documents include restrictions on sale that would limit the free transferability of title: (i.e. age restriction, right of first refusal, low- to moderate-income restrictions)?

If yes, restrictions include:

## **Rental Information**

28. Does the project consist of any leased or rented units?

TFC Tricont Mortgage is unable to provide the number of rented units because this information is not tracked for an association.

29. Is there a rental service for leasing units?

If yes, participation is:

30. Does the owners' association provide a cleaning service for leased or rented units?

31. Do the project documents allow the units to be leased or rented for less than a 30-day period?

32. Are there any other restrictions relating to the term of any lease or rental agreement?

If yes, restrictions include:

## Control Transfer Information

33. Has voting control of the Board of Directors been turned over from the builder and/or developer?

If yes, date of transfer:

If no, anticipated date of transfer:

## Budget/Financial Information

34. The owners' association fiscal year is from:

35. How many budget cycles have been controlled by the unit owners as a majority (as opposed to the developer)?

36. Total income budgeted for the current year:

37. Does the Homeowners Association or property management company maintain separate accounts for the operating of expense and reserve accounts?

38. The amount currently held in a segregated reserve fund for future repair and/or replacement of major components of the project is:

Does the budget include a 5% reserve?

39. Does the Association have any outstanding loans?

If yes, describe the nature of loan, purpose, and collateral (if applicable).

40. The unit assessment/common charges for all units are:

If the charges are the same, the assessment/common charges are:

If the charges are not the same, the assessment/common charges range from:

Frequency with which assessments are charged:

41. Do the unit assessments include any charges for unit utilities?

If yes, please indicate which utilities:

42. As of the start of the current fiscal year, how many owners are delinquent more than 30 days in their unit assessment charges?

The total amount of outstanding delinquent charges is:

43. Are there any special assessments now approved, or have there been any in the past two years?

If yes, describe the special assessment:

If yes, total amount of assessment:

If yes, per unit charge:

## Management Information

44. Managed by a Management Firm

Provide the following management contact information:

Contact Phone:

Company:

Company Address:

45. What is the length of the current management contract?

What is the expiration date of the current management contract?

46. If a management firm manages the project, is it related to the developer?

If yes, describe the nature of the relationship:

47. Does the management company have fidelity insurance?

If yes, the amount of coverage is:

## Commercial Non-Residential Use

48. Is any space within the project designated only for commercial/non-residential use?

If yes, the number of commercial units is:

Title to the commercial units is retained by:

Describe commercial/non-residential units and permitted uses:

## Low- and Moderate-Income Housing

49. Does the project contain any governmentally regulated low- and moderate-income housing units (also known as inclusionary zoning)?

If yes, how many are there?

If yes, representing what percent?

50. Identify units by type/size (i.e.: 1 bedroom, 2 bedroom, etc.):

51. Provide the following municipal regulatory agent contact information:

Name:

Title:

Address:  
Telephone:

## Master/Umbrella Association Information

52. Is there more than one Association for the project, such as a "Master" or "Umbrella" Association? (A Master or Umbrella Association is one with separate sub-associations with their own legal documents):

If yes, provide the following Master Association information:

53. The Master recreational facilities include the following:

54. Voting control of the Master Association's Board of Directors has been turned over from the builder since:

55. The amount of the unit assessment/common charges for the Master Association is:

56. Frequency in which the Master assessments are charged:

## Insurance Information

57. Provide the following information regarding the project's insurance carrier:

Company:

Agent:

Address:

Telephone:

Contact the Insurance Agent for the Certificate of Insurance, Declaration of Insurance, Schedule of Insurance, policy number(s) and all other insurance-related information.

## Association Governing Documents

58. Are the association documents created in accordance to state law and other applicable laws and regulations?

59. If the association's documents provide the first right of refusal, does this impact the rights of mortgagees or its assignees to foreclosure or take title to a unit; accept a deed or assignment in lieu of foreclosure or sell or lease a unit acquired by the mortgagee or its assignee?

60. Can the association documents be amended with respect to items that have a materially adverse impact to mortgagees?

61. Can association documents be terminated for substantial destruction or condemnation without mortgagee approval or with other cause and 51% mortgagee approval?

62. Does the association documents provide for implied mortgagee approval when a mortgagee fails to respond with written notice?

63. Does the association documents provide for notification for any material change to the master insurance policy or any action that requires consent of a specified % of mortgagees?

64. Do the association documents grant any party priority over the first mortgagee regarding the insurance proceeds or condemnation awards?

65. Do the association documents state that the mortgagee is not responsible for more than six months unpaid dues when a unit is obtained through foreclosure or deed-in-lieu?

## Certification

I certify that, to the best of my knowledge and belief, the information and statements contained on this form and attachments (if applicable) are true and correct. The responses herein are made in good faith and to the best of my ability as to their accuracy.

## MORE INFORMATION

For more information on different mortgage loan types, purchases, refinances, blog posts, please visit us @ Tricont Mortgage [www.tricontmortgage.com](http://www.tricontmortgage.com), Tricont Buzz [www.tricontbuzz.com](http://www.tricontbuzz.com), Tricont Post [www.tricont.posterous.com](http://www.tricont.posterous.com) Tricont Blog [www.tricontblog.com](http://www.tricontblog.com) and Tricont Mortgage Blog [www.tricontmortgage.blogspot.com](http://www.tricontmortgage.blogspot.com) before closing on your purchase or refinance mortgage loan ..... We can be reached @ (803) 317-2500 or email me @ [aomoregbee@tricontmortgage.com](mailto:aomoregbee@tricontmortgage.com).....Thank you very much and Welcome.

*Hope we can earn your trust and help you with all your mortgage and financial needs.....* **PLEASE CALL US (803) 317-2500.**