



Condominium Information Certification Letter

Borrower: _____

Subject Address: _____

Project Name & Phase: _____

This form must be completed in full in order for the project to be considered for approval:

1. How many units are included in the project? _____
2. How many units are sold and closed ? _____
3. How many units are sold but not yet closed? _____
4. Total number of units that are Owner Occupied or Second Home? _____
5. How many units are occupied by Tenants? _____
6. What is the monthly assessment for each unit? _____
7. What is the monthly assessment for the Master / Umbrella Association? _____
8. How many units are one month or more delinquent in association fees? _____
- a) What is the total dollar amount of delinquent fees due to the association? \$ _____
9. Have any of the units been combined into 1-unit? Yes No
10. Does the project allow for additional phasing? Yes No
11. Have the unit owners taken control of the Association? Yes No
- a) If Yes, What was the date? _____
- b) If No, What is the anticipated date? _____
12. Does any one person/entity own more than 10% of the total units? Yes No
13. Do the unit owners control all related associations? Yes No
14. Are Daily / Weekly rentals allowed? Yes No
- a) If Yes, is there front desk and maid service provided? Yes No
15. Does the association own all amenities an recreational facilities debt & lien free? Yes No
16. Are any special assessments now planned or have there been any in the last 2 years? Yes No
- a) If Yes, provide purpose, term & assessment per unit: _____
- _____
17. Is the Association involved in any pending Litigation? Yes No
- a) If Yes, describe the nature of the complaint: _____
- _____
18. What is the Dishonesty / Fidelity Bond coverage? _____
19. Does the project documentation contain a standard Mortgagee Protection Clause? Yes No
- If No, what is in place to insure the Lenders 1st Position? _____
20. Is the budget prepared at minimum on an annual basis? Yes No
21. What is the current Reserve balance? _____

This information provided is accurate to the best of my knowledge and is provided on behalf of the Homeowners Association noted below:

Signature _____ **Date** _____

Print Name and Title _____

Name of Homeowners Association _____

Address and Telephone Number _____

HighTechLending Inc. is considering the extension of mortgage financing secured by one of more units located in the above referenced project. In order for HighTechLending to extend financing, investors require that HighTechLending to obtain information about the project. Any officer of the Homeowner's Association, the managing agent or the attorney for the association may respond. This form must be completed in full in order for the project to be considered for approval.

HighTechLending Inc. reserves the right to request additional project documentation.