



PROJECT NAME, CITY, STATE & ZIP

**DOCUMENTS REQUIRED**

(You can upload, email, fax or mail them to us. Contract has instructions)

<b>ITEM</b>	<b>COMMENTS</b>
QUESTIONNAIRE	WE WILL PROVIDE YOU WITH A FORMAT ONCE CONTRACT IS EXECUTED
CC&R'S	RECORDED INCLUDING ALL AMENDMENTS & RE-STATED IF APPLICABLE
BY-LAWS	RECORDED IF STATE LAW REQUIRES, AND MUST BE SIGNED
CONDOMINIUM SITE PLAN	RECORDED IF STATE LAW REQUIRES, AND MUST BE SIGNED
INSURANCE/HAZARD	WITH BUILDING ADDRESSES SIGNED BY AGENT AND REPLACEMENT VALUE
INSURANCE/LIABILITY	SIGNED BY AGENT (USUALLY 2,000,000)
INSURANCE/FIDELITY	REPRESENTING AT LEAST 3 MONTHS HOA DUES + RESERVE ACCOUNT
MANAGEMENT AGREEMENT	SIGNED BY ALL IF APPLICABLE
RESERVE STUDY	IF STATE LAW REQUIRES - ALL PAGES
BUDGET	MUST BE FOR CURRENT OR PROJECTED YEAR WITH 10% OF THE HOA DUES BEING PUT ASIDE TOWARD RESERVES
MINUTES	ONLY FOR SANTA ANA HOC - THEY WANT TO SEE THE MOST RECENT MINUTES AND THEY SHOULD BE SIGNED BY SECRETARY OF THE HOA
CAPITAL ACCOUNT	SHOULD REFLECT APPROXIMATELY \$500 PER UNIT CURRENTLY IN RESERVES
ANNEXATION DOCUMENTS	ONLY IF APPLICABLE (PHASING) AND MUST BE RECORDED
ARTICLES OF INC	RECORDED AND AS REQUIRED BY STATE LAW
MASTER DEED	RECORDED AND REQUIRED IF APPLICABLE PER STATE LAW
TRUST DOCUMENTS	RECORDED AND REQUIRED IF APPLICABLE PER STATE LAW
SPECIAL ASSESSMENTS	BREAKDOWN OF AMOUNT PER UNIT HOW MUCH HAS BEEN PAID AND HOW MUCH IS DUE
NEW CONSTRUCTION	IF THE CONDO IS NEW OR HAS BEEN CONVERTED IN THE PAST 12 MONTHS, ADDITIONAL FORMS WILL BE REQUIRED
LITIGATION DOCUMENTS	IF LITIGATION IS OUTSTANDING

\*HUD WILL ONLY ACCEPT EXECUTED DOCUMENTS OR CONTRACT DOCUMENT IS NOT BINDING. HUD REQUIRES RECORDED DOCUMENTS (BEFORE CLOSING) WHEREVER REQUIRED BY STATE LAW.

HUD MAY REQUIRE ADDITIONAL DOCUMENTATION OR CLARIFICATION OF ANY ITEM LISTED. HUD-S ACTUAL LIST OF DOCUMENTATION IS ACCESSIBLE AT HUD.GOV GO TO RESOURCES CLICK ON MORTGAGEE LETTERS AND PULL UP 2009 LETTER: 09-46B